



## Administrative Coordinator – SARC Program

The mission of the Sexual Assault Response Center (SARC) in Delaware is to respond to all forms of sexual and domestic violence through specialized crisis intervention services, comprehensive prevention education programs and advocacy for the rights of victims as survivors, family members and communities. YWCA Delaware has SARC offices in New Castle County and Sussex County.

Our goal is to deliver a crisis response affirming the dignity of clients and facilitating a path of resiliency and recovery for individuals whose lives have been impacted by acts of sexual violence.

The Administrative Coordinator reports directly to the Chief Health and Safety Officer (CHSO), and is responsible for the general and departmental support on behalf of the CHSO. The primary responsibilities for this position are:

- Office Management for SARC
- Direct Support to the CHSO
  - Support & coordinate program communications, and SARC staff meetings
  - Monitor staffing and coverage schedules for Newark, Wilmington and Georgetown offices
  - Special projects, including design and formatting of electronic presentations, and submission of reports to grant funders and various internal departments
- Grant and Finance Support
  - Preparing purchase orders, tracking their approval and coordinating purchases with CHSO
  - Tracking time reporting, monthly progress reports and grant data from SARC staff
- Maintaining current internal and external relationships, and assist in recruiting new community partners

**Qualifications:** 5 years administrative support experience. Candidates must be a high school graduate or equivalent with post-secondary training. Certification or other academic achievement highly desirable.

**Job Type: Full-time, non-exempt. We offer a comprehensive benefits package.**

Qualified candidates should send a cover letter and resume to [resume@ywcade.org](mailto:resume@ywcade.org)

**YWCA Delaware is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply.**

*YWCA Delaware is a leading advocate for women by providing housing, violence prevention and sexual assault crisis services, financial empowerment, racial justice and youth programming. We empower women politically, financially and socially while fostering the confidence and can-do attitude needed to eliminate barriers and overcome life's obstacles. We are a statewide organization headquartered in Wilmington, Delaware. Annually we serve approximately 6,700 participants within our comprehensive programs. Our mission to eliminate racism, empower women, stand up for social justice, help families and strengthen communities.*

**No phone calls please**