



Special Operations Coordinator

Organization Profile

No Means No Worldwide is an internationally acclaimed training academy for sexual violence prevention and recovery for women and children. Our goal is to end sexual violence against women and children around the world. We train local young men and women from high risk communities to deliver IMpower, our dual-gender sexual violence intervention system that teaches girls to set boundaries, stand up and defend themselves and boys to challenge rape culture, ask for consent and intervene in attack.

Stanford University researchers have [found](#) that IMpower drops rape rates by 50%, which has led to endorsements from the World Health Organization, the CDC, UNICEF and the Global Partnership to End Violence Against Children. NMNW is excited to be taking steps to scale the program on a global level. If you are entrepreneurial, eager to build and lead an organization poised for massive impact and determined to end the global rape epidemic, keep reading.

Position Summary

The Special Operations Coordinator will be responsible for providing professional administrative support to NMNW's senior Leadership Team, and will help manage the organization's US office operations. The ideal candidate will be strategic, and have the ability to build processes and systems that make the organization stronger and more efficient. Strong written and verbal communication, experience with technology, and administrative and organizational skills are a must. The Special Ops Coordinator must enjoy working within a small, entrepreneurial environment that is mission-driven. This is an exciting and dynamic opportunity for a motivated professional who is eager to play a role in supporting NMNW's significant global expansion over the next 3-5 years. This position will report to NMNW's Founder/CEO.

This is a full-time position that can be based in either DC, Boston or Providence, RI (we are also open to discussing working remotely for the right candidate). Salary is commensurate with experience. Applicants must have the right to work in the United States.

Position Responsibilities

- Provides administrative support to the senior Management Team, including but not limited to detailed calendar management, expense report management, mail processing, invitation coordination, and travel coordination.
- Serve as first point of contact for the organization by answering phone, email, mail inquiries and channeling communication internally as appropriate.
- Code and file financial material according to established records management procedures, and direct incoming invoices to outsourced finance system for payment
- Manage 501c3 compliance and necessary state and federal legal registration maintenance



- Coordinate logistics of NMNW's training workshops including flight, accommodation and ground transportation bookings, venue rental, procurement of supplies, etc.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Support Executive Director's work with the Board of Directors, including scheduling Board meetings, assisting with materials preparation, attending and taking notes at meetings and preparing minutes
- Maintain office supplies and inventory, ordering as needed and manages postage and shipping for organization
- Assisting with donor communications and database maintenance: including data entry and processing of contributions, filing, and donor tracking and thank you letters
- Manage NMNW US office facilities and equipment by assisting with procurement and routine maintenance and upkeep
- Assist with special projects, staff training and other general office tasks as needed or assigned

Qualifications

- Bachelor's degree preferred - but sharp, uber organized, experienced applicants welcome
- 4+ years of administrative experience in an office setting
- Prior experience with international development and/or non-profit organizations, and/or working in a start-up business environment preferred
- Proficient in Microsoft Office Suite (Word, Excel and PowerPoint), Salesforce experience a plus
- Strong calendaring, organizational and document management skills
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines
- Excellent communicator, including writing, speaking, editing, proofreading and computer skills, with great attention to detail
- Demonstrated ability to prioritize competing demands in order to meet deadlines
- Ability to work in a fast-paced environment with tight deadlines, effectively managing multiple priorities
- Highly resourceful team-player, with excellent problem solving skills
- Passionate about ending sexual violence against women and children and an enthusiastic commitment to NMNW's history and mission
- Prior experience in booking and managing safe budget travel preferred

Application Instructions

- To apply, please send a cover letter and resume to careers@nmnw.org.
- Please include your name and the job title in your subject line.
- In your cover letter, please indicate how you learned about the opening.
- Applications are due by June 30, 2018. We intend to fill the position as soon as possible.

No Means No Worldwide is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.