

Partners for Peace  
Operations Administrator

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

**Purpose of position:** As a member of the Administrative Team, the Operations Administrator shares responsibility for the administrative functions of the organization and for assuring organizational systems and facilities are functioning to their greatest potential to meet the needs of the organization.

**Status:** Non Exempt

**Teams:** Administrative Team

**Location:** Bangor

**Specialized responsibilities of this position:**

1. Working with the Leadership Team, assist in managing federal, state and local grants and contracts; ensuring organizational compliance with all federal and state regulations, and funding requirements.
2. Provide oversight for processes for purchasing, office systems, and equipment to ensure functionality and efficiency.
3. Working with the Facilitative Director, oversee financial and administrative contractors, providers, and vendors.
4. With the Residential Team Leader and Office Support Advocate, provide for the physical plant management for the shelter and Resource Centers in Bangor and Dover Foxcroft.
5. Engage in the monitoring, compilation and reporting of the organization's direct service statistical data to funders and others.
6. Perform other duties as assigned.

**Minimum qualifications for this position:**

1. Basic requirements as listed in Responsibilities of All Staff.
2. Experience with Quick Books or other comparable accounting software.
3. Bookkeeping/accounting experience, preferably nonprofit.
4. Experience with physical plant management preferred.
5. Excellent written and oral communication skills.
6. Competence in word processing, spreadsheets, and other basic computer programs.
7. Collaborative decision-making skills.

**Preferred qualifications for this position:**

1. Experience providing oversight for building maintenance projects.
2. Experience with data collection and reporting.

**Common responsibilities of all positions:**

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

**Requirements common to all positions:**

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations

Partners for Peace is an Equal Opportunity Employer  
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