



Join Our Team!

Office Assistant

About the Virginia Sexual and Domestic Violence Action Alliance:

The Action Alliance has been Virginia's leading voice on sexual and domestic violence for more than 40 years and enhances response and prevention efforts through training, public policy advocacy, public awareness programs, and technical assistance to professionals. We are a non-profit network of survivors, Sexual and Domestic Violence Agencies (SDVAs), and allies working to strengthen how communities across Virginia respond to and prevent sexual and intimate partner violence. We approach our work through an anti-oppression framework, focusing particularly on building gender justice, racial justice, economic justice, and reproductive justice.

The **Office Assistant** is responsible for vital tasks to ensure smooth operation in support of the Action Alliance business office. This position is Richmond-based, requiring regular time in the Action Alliance office in downtown Richmond. Participation in statewide events and training is optional.

The work of the Office Assistant will include:

- **Administrative support to the finance and operations staff leadership**, completing tasks as assigned by the designated supervisor. These tasks may include but are not limited to finance tasks, data entry, copying and printing, and monitoring and maintaining supply levels.
- **Provide team and agency-wide support as needed for the coalition to achieve its mission and strategic priorities.** These tasks may include assisting with mailings, events, and special projects, as requested by the designated supervisor.

The skills and experience we're looking for:

- a passion for working with people from diverse backgrounds.
- energy and positivity in the spaces in which they work.
- direct and compassionate communication and negotiation skills.
- ability to follow instructions and meet deadlines.
- proficiency in MS Office and experience with SharePoint.
- working knowledge of and experience with office equipment.

- understanding our collective responsibility to maintain privacy and confidentiality of sensitive data.
- life experience that has developed a sense of the importance of working together to advance social justice, healthy relationships, and healthy sexuality.

Other things you need to know:

The work environment at the Action Alliance requires a high level of personal and group responsibility—for managing your work, reflecting on interpersonal dynamics, and understanding how oppression and intersectionality show up in our workspace and our lives. We have a deep commitment to diversity within the staff—you will be working with folks across generations, from many different racial and ethnic backgrounds, and people who identify across the gender and sexual orientation spectrums. We are an equal opportunity employer.

This is a Tier 1 part-time, non-exempt, position with a starting hourly rate of \$17-\$22/hour for up to 25 hours per week. As a part-time position, there is no benefits package offered beyond access to leave proportional to average hours worked. The preferred schedule is a 4-day week of six-hour days, with the final schedule to be determined at time of hire. Applicants must live within a reasonable commute of the Action Alliance office.

How to Apply: Please email your resume, cover letter, and three references

to ablount@vsdvalliance.org and include "PT Office Assistant" in the subject line. Applications are being accepted through Friday, November 14th, 2025.

The Action Alliance is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply. We are committed to a diverse workplace and supporting our staff with ongoing career development opportunities.