



L.U.N.A.

LUNA Assistant Director Job Description

Job Title: L.U.N.A. Assistant Director

Function: Under the direction of LUNA's Executive Director, the assistant director is provides leadership, staff management, and support in all aspects of L.U.N.A.'s daily operations. This position would also assist with grant writing and reporting, as well as financial management. The Assistant Director is a critical leader within the administrative team and, at times, serves as acting director in the absence of the Executive Director. The Assistant Director is primarily an administrative position with limited direct service. The position is based in Des Moines, however at times must travel throughout our service are providing and coordinating direct services, community outreach, and other needed programming in Latino communities in Iowa.

Reports to: LUNA's Executive Director

Hours & Availability:

- Full-time (salaried) position with occasional nights and weekends
- Available to travel statewide
- Available to travel nationally to attend conferences/training

Requirements:

- Be fluent (reading and writing) in English and Spanish.
- Preferably possess at least an undergraduate degree in a related field.
- Be knowledgeable about gender-based violence and possess cultural sensitivity and skills regarding the Latino community.
- Be versatile at building community resources, organizing information, ascertaining needs of survivors of domestic violence and/or sexual assault, and responding effectively to related complex issues.
- Possess excellent oral communication skills.
- Possess good writing skills, which include the ability to compose varied correspondence in a precise, accurate and easily understandable manner.
- Excel at problem-solving.
- Have strong interpersonal and organizational skills and be able to work confidently with diverse groups of people and handle difficult or sensitive situations tactfully.
- Have initiative, creativity and motivation, including ability to work under pressure and with deadlines.
- Be able to travel as part of work responsibilities.
- Agree to one-year service commitment.

- Complete domestic violence and sexual assault certification from Iowa Coalition Against Domestic Violence (ICADV) and Iowa Coalition Against Sexual Assault (IowaCASA) within 1 year.

Responsibilities:

- **Direct Services/Administrative (80%)**
 - Provides safety planning and information on rights and options for survivors; provides referrals and assistance with law enforcement, legal, medical, housing and social services; provides attorney visits and court accompaniment; and provides ongoing life skills development.
 - Maintains client and staff confidentiality
 - Accurately and effectively interprets and advocates on behalf of survivors with other service providers and government officials and agencies.
 - Maintains accurate files.
 - Assists Executive Director in recruiting/screening/hiring/training advocates and/or other positions.
 - Helps Executive Director with updating training materials when needed.
 - Helps Executive Director with reviewing, and revising if needed, organizational policies and protocols.
 - Provide supervision and support to advocates facilitating both individual and group case consultation supervision
 - Coordinates assignment of cases to advocates.
 - Assists with oversight of advocate's lead projects
 - Regularly maintains/oversees documentation of all services.
 - Adheres to and oversees advocate compliance with policies and procedures.
 - Works with advocates to make sure they stay in compliance with their certification requirements.
 - Evaluates and creates staff development plans for staff
 - Researches and assists with grant writing and reporting as well as budget management and preparation
 - Attends staff/community/funder meetings, relevant trainings and webinars, and, when available, county-based coordinated response councils on DV and SA.
- **Community Outreach (15%)**
 - Coordinates and assists with the delegation of staff for community outreach efforts.
 - Provides public presentations and meetings in community organizations, allies and potential allies.
 - Serves as a LUNA spokesperson as needed
 - Helps with updating written material (brochures, flyers, etc.) as well as the agency website and Facebook page
- **Other duties (5%)**
 - Answers business phone line in a professional manner
 - Maintains up to date detailed calendar and keeps supervisor and fellow coworkers informed of any changes
- **Performs other duties as assigned by the Executive Director**