



Serving crime victims in Lincoln, Lyon, Murray,  
and Redwood Counties of  
Southwest Minnesota since 1981.

[www.newhorizonscrisiscenter.org](http://www.newhorizonscrisiscenter.org)

Prevention & Professional Education • General Crime  
Parenting Time • Sexual Assault

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**NEW HORIZONS CRISIS CENTER (NHCC) IS AN EQUAL OPPORTUNITY EMPLOYER AND  
EQUAL OPPORTUNITY PROVIDER.**

**Equal Employment Opportunity Statement**

It is the policy of New Horizons Crisis Center (NHCC) to provide equal employment opportunity for all, without discrimination on the basis of ancestry, family or medical care leave, gender identity or expression, genetic information, medical condition, political affiliation, protected veteran status, race, color, creed, religion, national origin, sex (including pregnancy), marital status, status with regard to public assistance, disability, sexual orientation, familial status, age, or any other characteristic protected by applicable laws, regulations, and ordinances.

**POSTING**

**Starting salary for this position is \$40,000 - \$45,000 annually - depending on qualifications. Fringe benefits include, but are not limited to: employer paid health insurance, paid time off, personal leave, paid holidays, retirement plan/match - optional, and life insurance benefits.**

**To apply, please submit your letter of interest, resume, and completed NHCC application (<https://www.newhorizonscrisiscenter.org/pdf/NHCC-Employment-Application.pdf>) - all three of the requested items are required in order to be processed as an application - to NHCC's Executive Director, Carrie Buddy. Position open until filled.** Though this position is open until filled, interested applicants are encouraged to apply by February 1, 2023. Your application can be submitted by mail or in person (349 West Main St., Suite 3, Marshall, MN 56258) or e-mail ([nhcc@iw.net](mailto:nhcc@iw.net)).

**People of color and people representing underserved communities are encouraged to apply.**

**New Horizons Crisis Center**  
Job Description

**POSITION TITLE:** Executive Assistant and Crime Victim Services Advocate

**POSITION CLASSIFICATION:** Full-Time

**SALARY CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director

**POSITIONS SUPERVISED:** Exercises supervision over volunteers and interns of NHCC.

**BENEFITS INCLUDE:** Health insurance, life insurance, paid time off, personal leave, 12 paid holidays annually, and SIMPLE retirement plan/match - optional.

**POSITION PRIMARY PURPOSE:** Provides support to the Executive Director in relation to meeting business operations and administration and Crime Victim Services Program needs.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- Experience in business management, human resources, criminal justice, social work, or related field.
- Minimum of 2 years' experience in office management or related work experience.
- Prior human resources training or experience preferred but not required.
- Prior crime victim services training or experience preferred but not required.

Knowledge, Skills, and Abilities:

- Believes in the mission, goals, and services of NHCC. Committed to serving people in need.
- Three years' experience in office administration required.
- Strong working knowledge of office processes and business policy development, and of related computer software and electronic communication skills.
- Proven interpersonal skills and ability to communicate effectively orally and in writing.
- Ability to work independently and as a team member, and work cooperatively and share tasks with the Executive Director.
- Strong commitment to conflict resolution, ethical communication, and cooperative working relationships with staff.
- Eagerness to perform other duties and assume additional responsibilities as directed by the Executive Director to ensure efficient operations.

**SPECIAL REQUIREMENTS**

- Must possess and maintain a valid state driver's license and insured reliable vehicle.

**TOOLS AND EQUIPMENT USED**

- Requires use of personal computer (MS Office Suite), email, and other office and communication equipment.

**JOB SUMMARY:**

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1. Provides wide range of complex office administration and support to the Executive Director. May serve as principal administrative contact and liaison with external contacts, per Executive Director's request.:**
  - Develops, implements, and administers departmental office systems and procedures.
  - Establishes office procedures, policies, and operations.
  - Interprets and communicates policies and processes.
  - Assists in recruiting and hiring employees.
  - Assists in maintaining personnel records and benefits analysis and administration.
  - Upon Executive Director's request, may monitor budgets, including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants, or contracts.
  - Reviews, assesses, routes, answers, and monitors follow up action steps on correspondence.
  - Gathers and analyzes information required for administrative reporting.

- Provides wide ranges of support including keyboarding, composing, and editing letters, memoranda, and reports.
- Uses multiple technical applications including Office 365, Apricot Social Solutions Data Tracking, Marco Printer Services, Canva, Word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications. Use of internet, may include maintaining and updating of the agency website and social media platforms.
- May manage complex calendars, arranges for meetings, appointments, and travel arrangements per requests from E.D.
- Coordinates events, including conferences, and seminars, fundraising events, business promotion, etc.
- Purchases and maintains inventory of office supplies.
- Creates and maintains the Apricot Victims Services tracking filing system.
- May assist in training, scheduling, and distributing work for volunteers and interns.
- May coordinate faculty recruitment and/or promotion processes.
- Contributes to agency effort by accomplishing related duties as required.
- Participates in agency development events in consultation with the Executive Director.
- Must be able to travel within the agency service area.
- Processes agency mail, bills, and donations. Sends thank you letters to donors.
- Collects and processes CVS time sheets, reimbursement forms, and Direct Client Assistance (DCA) requests.

## **2. Advocacy Responsibilities:**

- Works with program participants (in person or on 24-hour crisis line) to provide the advocacy and support necessary for them to deal with the emotional, physical, social, and financial effects suffered as a result of a crime.
- Provides crisis intervention services and for the personal safety and emotional support of clients.
- Provides educational and outreach programs and activities.
- Participates in the 24-hour crisis response line response rotation.
- Assists clients in the completion of necessary documentation/paperwork to obtain systems services.
- Provides legal advocacy for clients by: a) providing information about Orders for Protections and Harassment Restraining Orders; b) explaining legal terms/proceedings; c) providing information about reparations and restitution; d) assists with the preparation of victim impact statements; e) preparing clients for court; and f) providing follow-up services for clients through agency employees if and when necessary.
- Provides medical advocacy by providing support during evidentiary exams and acts as a liaison between the client and medical personnel when requested.
- Networks with other community agencies and groups to coordinate services for clients when requested.
- Fills in for other staff to ensure adequate support and coverage for agency programs, services, and 24-hour crisis line.
- Makes a written record of client contact and information.
- Maintains client confidentiality and reporting criteria as defined by law.

## **3. Participates as a member of the NHCC Team:**

- Attends and participates in agency meetings, community meetings/events, in-service training, workshops, and classes to enhance skills related to services delivery to clients.

- Contributes to a positive work attitude by working cooperatively with others and conducting oneself as a team player.
- Performs related work/job duties as apparent or assigned.

**OTHER RESPONSIBILITIES:**

Performs other duties and assumes additional responsibilities as directed by the Executive Director to ensure efficient operations.

**PHYSICAL DEMAND AND WORK ENVIRONMENT:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Employee is required to walk, climb stairs and lift at least 25 lbs. and be able to move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

**As with all grant funded programs, employment with this program is contingent upon on-going grant funding that is available to compensate the employee. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.**