

Job Title: Client Services Coordinator

Status: Full-Time Non-Exempt

Reports To: Director of Client Services

About The Blue Bench

At The Blue Bench, our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention, and care. Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. This is what inspires our efforts, and until that day comes, our work is not complete. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of Denver-area individuals find the courage to move from victim to survivor.

Job Purpose

The client services coordinator position will play a key role in supporting the operations and programming of the Client Services team. The client services coordinator will be responsible for helping to ensure that systems and processes are effective and efficient; will be instrumental in the coordination and upkeep of program material and data-entry; will support overall administrative /logistical functioning of internal processes to help build capacity for service to clients, as well as program growth/development.

The ideal candidate is organized, innovative and detail-oriented; is well-versed in various computer programs/system & technology and works well as part of a team. They see challenge as opportunity, and are eager to engage in creative endeavors, while also thriving on maintaining the mundane. They are committed to the mission of the agency and have a strong commitment to anti-racism and anti-oppression values.

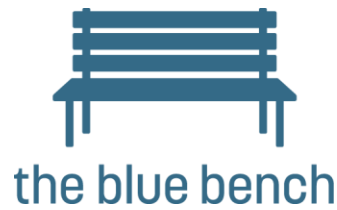
Essential Duties & Responsibilities

Administrative

- Administratively support day to day operations of the Client Services team
- Help maintain and audit client files/documentation for quality assurance purposes
- Coordinate/assemble client/program material (i.e., binders, folders, etc.)
- Coordinate schedules for internal and external meetings, trainings, programs, etc.
- Assist in updating and maintaining internal systems, processes, and material
- Responsible for data entry/reports for grants, program evaluation and compliance
- Represent The Blue Bench services and support the team in developing partnerships in the community
- Perform additional administrative duties as assigned

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Project Management and Program Development

- Help develop/maintain systems for increased efficiency/consistency across Client Services programs
- Provide input, conduct research, analysis data for content update on program material (i.e., curricula, client/training material)
- Assist Client Services leadership team on implementation of initiatives/projects as assigned, including relevant research, documentation, and outreach

Life of the Organization

- Fully participate in organizational activities including staff meetings and learning times
- Serve as an integral member of the Client Services Team, with a collaborative approach to problem solving

Job Qualifications, Knowledge, Skills, and Abilities:

- Proven professional administrative and project management experience
- Committed to and invested in supporting the mission of the agency
- Ability to conduct and apply research relevant to the field (i.e., mental health, sexual violence)
- Strong computer and technological skills; knowledge of SPSS preferred
- Systems/detail oriented and organized work style
- Able to engage in effective critical thinking and problem-solving
- Strong interpersonal and collaborative skills
- Understands and values equity as an organizational operating principle and is committed to continued learning on issues related to justice, diversity, equity, and inclusion

Compensation

This is a full-time non-exempt position, and the rate of pay is \$18.50 - \$21.50 per hour. Rate of pay is negotiable based on experience and qualifications.

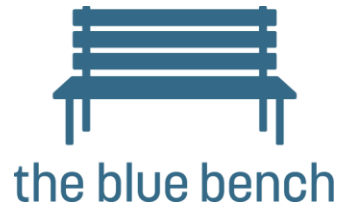
The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ candidates are strongly encouraged to apply.

Benefits

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and

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sick/wellness time, and paid holiday leave that includes an end of year break between Christmas and New Year's.

To apply, please submit a cover letter, resume, and three professional references to jobs@thebluebench.org and include "Client Services Coordinator" in the subject line.

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