



Position Announcement

Database and Registration Coordinator

Job Title: Database and Registration Coordinator

Department: PCAR Communications

Reports To: Communications Director

FLSA Status: Full-Time, Exempt

Work Hours: Weekdays--occasional evening hours required

Travel Expectations: Occasional travel required

Position Summary

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Essential Duties and Responsibilities

Create Registrations:

- Coordinate pre-registration, accommodations and set-up for training projects using Event Management online software system or other systems as assigned.
- Create, maintain and update Event Management Online Software System for website creation, tracking of payments, registrations, contact database, reports and other details as requested.
- Coordinate all communication during our national and state conferences with attendees, presenters, and exhibitors.
- Create and maintain national and state conference websites. Knowledge of HTML/CSS required.
- Update PCAR website with training date, location and registration links located on event management system.
- Maintain and update registration request form
- Coordinate post event details such as registration fee reconciliation and billing and mailing of certificates.
- Coordinate with facilitator for accommodation requests (language access, ADA, dietary, etc.)

- Develop branded webpages for events and surveys

Marketing of events, trainings and policy updates:

- Create marketing emails for save the dates, registration announcements, reminder emails, create schedule for marketing and reminders
- Create emails for newsletters, policy pieces, training announcements, Vision of Hope, our state and national conferences, and other emails as needed.
- Develop Advocacy alerts on key policy and legislation
- Provide support to staff conducting virtual trainings.

Database Management:

- Assist with upkeep and changes to the database.
- Use the database to manage events, groups, surveys, advocacy alerts, web pages, as necessary.
- Work with colleagues to create and maintain standards within the database.
- Maintain and update database standards guides
- Assist in leading new database software implementation and staff trainings.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A. or B.S.) or equivalent in Communications, Graphic Design, Web Development, Database management, Event Planning, or other related field; and/or four years of relevant experience

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create a respectful and open accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position.
6. Must accept and abide by the [mission](#) and [core values of PCAR](#), which are Ethics, Integrity & Trust, Commitment to Cultural Humility, Engaging Survivors, Social Transformation, Service to Others, Stewardship of Resources, and Excellence in all that we do.
7. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
8. Availability to travel statewide, some overnights and weekends. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

Certificates, Licenses, Registrations

- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required within the first year of employment with PCAR.
- A valid Pennsylvania Child Abuse Clearance is required.
- A valid FBI Criminal History Background Check is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently

lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Salary Range

\$38,000 to \$43,000 per hour depending upon qualifications.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at pcar.org/employment by August 30, 2021.

Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Ensures that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Works with media to increase public awareness, access to accurate information, and ethical

reporting practices.

- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the California Coalition Against Sexual Assault (CALCASA)–PreventConnect to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.
- Operated AEquitas: The Prosecutor’s Resource on Violence Against Women from 2009 until the organization became an independent 501(c)(3) on October 1, 2015. PCAR founded AEquitas and was responsible for its financial management while AEquitas project staff implemented training, case consultation, technical assistance and the development of practical resources for prosecutors and justice professionals around the world. PCAR and AEquitas will continue to work closely together as collaborative partners to help identify emerging issues and strategies that could affect investigations and prosecutions of sexual violence and related cases.

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Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.