



*Formerly Family Violence Prevention Fund*

## **Program Assistant**

### **MISSION:**

Futures Without Violence, formerly Family Violence Prevention Fund, is a national, nonprofit organization that works to prevent and end violence against women and children around the world. From domestic and dating violence, to child abuse and sexual assault, Futures Without Violence works to end some of the most pressing global issues of our time.

### **DEPARTMENT & POSITION:**

The Children and Youth Program provides national leadership on a multitude of issues pertaining to prevention and intervention strategies to reduce violence in the lives of children and youth. Current programs include providing technical assistance to states and communities on engaging men in primary prevention and helping children who are exposed to violence in their homes and communities. The Children and Youth Program staff work on multiple projects simultaneously with a team approach. The program assistant will be involved in all initiatives.

### **JOB RESPONSIBILITIES:**

The Program Assistant will be located in our Boston satellite office and report directly to the Director of Children's Programs. This is a non-exempt position covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Specific functions include:

- Support Children and Youth team
- Respond to general technical assistance and material requests and conduct research as necessary.
- Support the development and design of printed and web-based training/resource materials.
- Develop and upload website and social media content.
- Administrative duties such as: schedule meetings/conference calls, filing, database management, note taking, written correspondence, responding to general email inquiries, faxing, developing written meeting materials, assist in grant proposals and reports, mailings, editing written documents, and other tasks as needed.
- General office management: order office supplies, organization of office space, materials inventory, maintaining communication with San Francisco and Washington DC offices.
- Trouble shoot general IT issues, and maintain office technology and equipment.
- Processing contracts, invoices and reimbursement forms.
- Event planning and logistic coordination, including securing and negotiating meeting spaces, lodging, catering, AV, transportation, and managing all on-site logistics. Provide travel support to all event participants.
- Travel to meetings and trainings.

**EDUCATION, EXPERIENCE & SKILLS:**

The successful incumbent must show personal initiative and have the ability to work collaboratively as a member of a diverse, multi-cultural staff. The individual must have excellent written and verbal communication skills and strong interpersonal skills. Must also have strong organizational skills and excellent command of computer systems. Specific requirements include:

- Associates or Bachelors Degree
- Previous experience working in a fast paced office environment
- Knowledge of databases, Outlook, 2007 Microsoft Office Suite (specifically Excel and Word), and Adobe Illustrator.
- Good written and oral communication skills
- Excellent organizational skills and attention to detail
- Previous experience with research
- Ability to multi-task

**To apply, please send resume and cover letter to:**  
[childrensteam@futureswithoutviolence.org](mailto:childrensteam@futureswithoutviolence.org)