

# Family Violence Prevention Fund

## **FVPF Temporary Program Assistant**

**Location: San Francisco, CA**

Temporary Program Assistant

35 hours a week for 6 months with the possibility of extension

Join the movement to end abuse. The Family Violence Prevention Fund (FVPF) is a dynamic national organization committed to stopping violence in our homes, neighborhoods, and around the world. We seek a creative, energetic, and enterprising individual to work with us.

A temporary employee, the Temporary Program Assistant will provide programmatic and general administrative support to the FVPF's National Health Initiative on Domestic Violence and the Public Communications team.

The FVPF Public Communications Team works on initiatives and campaigns that reach men and boys such as Coaching Boys into Men, as well as campaigns like That's Not Cool, which targets Teens. The FVPF Health program is responsible for educating and advocating for an improved health care response to victims of domestic violence. The FVPF Health program maintains the National Health Resource Center on Domestic Violence, which supports leaders in the field through groundbreaking model professional, education and response programs, cutting-edge advocacy and technical assistance.

The FVPF Temporary Program Assistant will work closely with the Public Communications Program Manager and Program Specialist, as well as providing support to Health Program staff.

### **SPECIFIC JOB RESPONSIBILITIES:**

#### **Administrative Support:**

- Coordinate meetings, trainings, educational events, and attend as needed.
- Develop presentation materials such as charts, handouts and slides.
- Print, collate, and compile packets for FVPF presentations.
- Compose, edit, and produce email correspondence, documents, announcements, etc.
- Prepare agendas, materials, and minutes for meetings.
- Aid with organizational database and data entry maintenance.
- Assist with other aspects of program management and implementation as needed, including helping to organize the daily administrative work that supports executive and program decision-making and operations.

#### **Programmatic Support:**

- Provide technical assistance, answer calls, and respond to requests for information coming to the FVPF's National Health Resource Center on Domestic Violence.
- Research information on new media opportunities and initiatives that align with campaign goals.

- Help maintain and organize information for campaign websites like [www.thatsnotcool.com](http://www.thatsnotcool.com), [www.coachescorner.org](http://www.coachescorner.org), and [www.endabuse.org](http://www.endabuse.org).
- Draft content for campaign websites, social media accounts, and blogs.
- Read and respond to online posts from users on campaign accounts such as YouTube, Facebook, Twitter, and MySpace.
- Perform research as requested and compile resource materials.

### **EDUCATION, EXPERIENCE & SKILLS:**

The successful candidate will:

- Display very strong written communications skills.
- Have experience writing for a news publication, website, blog, or online journal.
- Possess knowledge of online social networking platforms (such as Facebook, MySpace, Wordpress, and Twitter) and experience in using these platforms for outreach.
- Demonstrate familiarity with databases, strong Microsoft Office skills, and basic HTML knowledge.
- Show attention to detail, possess strong interpersonal skills, and exercise effective judgment and critical thought.
- Demonstrate personal initiative and have the ability to work collaboratively as a member of a diverse, multi-cultural team.
- Be able to work independently with minimal supervision.
- Exhibit excellent command of contemporary computer skills, office hardware, PC software (Windows environment) and basic knowledge of Microsoft Word, Excel and PowerPoint.
- Have a university degree or on the job experience.

### **SALARY AND BENEFITS:**

This position is temporary. We estimate this position will be for a period of 6 months, with the possibility of extension. Compensation will be commensurate with background and previous work experience. This is a non-exempt position.

**To apply, please send resume, cover letter, professional references, and a 500 word writing sample to:**

FVPF Temporary Program Assistant  
 Family Violence Prevention Fund  
 383 Rhode Island Street, Suite 304  
 San Francisco, CA 94103-5133  
 415.252.8900 (phone); 415.252.8991 (fax); [publiceducation@endabuse.org](mailto:publiceducation@endabuse.org) (email)  
 For additional information, visit our website at [www.endabuse.org](http://www.endabuse.org).

**We are an Equal Employment Opportunity employer.  
 Persons of color are strongly encouraged to apply.**