Job Opening

PROGRAM ASSISTANT
National Health Resource Center on Domestic Violence
Location: San Francisco, CA (The Presidio)
Accepting applications until September 10, 2021

Futures Without Violence (“FUTURES”) is a national non-profit social change organization that works to end gender based violence against children, youth, and adults around the world. We’re a team of educators, strategists, fundraisers, trainers and grassroots organizers who develop programs that can change social norms, advance policy, and mobilize people to prevent violence against women and children.

DEPARTMENT: The Program Assistant will work within FUTURES’ Health Department. The department provides training, technical assistance, leadership development and policy advocacy to address intimate partner violence in health systems, as well as build the capacity of domestic violence programs to address the health needs of survivors. Current national programs include the National Health Resource Center on Domestic Violence (HRC), Health Partners on IPV + Exploitation; Health Alliance for Violence Intervention hospital program (HAVI), as well as other state and local health projects across the U.S.

OVERVIEW: The Program Assistant performs a variety of administrative and clerical duties to support the National Health Resource Center on Domestic Violence and works directly with the Associate Director of Health and the HRC’s current Program Assistant. The Program Assistant will work out of FUTURES San Francisco office in The Presidio. Although the position is currently 100% remote due to COVID-19, it will be a hybrid position (work from home and in-person percentages TBD) when the San Francisco office reopens.

RESPONSIBILITIES
• Support development of HRC resources including copyediting, formatting, and incorporating edits from multiple staff members.
• Monitor multiple email inboxes; respond to and/or disseminate messages to health team members.
• Provide support for virtual and in-person events: Set up online registration, assist with event outreach, serve as logistics point person during events, and coordinate post event communications.
• Organize and schedule meetings.
• Assist in preparation of grant reports.
• Make website updates via WordPress.
• Coordinate and monitor contracts, invoices and vendor payments.
• Prepare materials for USPS, FedEx and UPS shipping. Must be able to lift 25 pounds and reach shelves as high as 5 feet, with or without accommodation.
• Participate in Health department and agency-wide meetings and events.
• Other duties as assigned.
• Essential job functions include using a telephone and working at a standard computer terminal; able to perform job duties with reasonable ergonomic accommodations; able to sit and stand for long intervals, reach, bend, lift and carry up to 25 pounds.
EXPERIENCE & SKILLS
We’re seeking a well-organized, detail-oriented and flexible professional who thrives in a dynamic, fast-paced team. Candidate must demonstrate the confidence to engage with a variety of professionals, from health care providers to violence prevention advocates, and policy and public health leaders. Our ideal candidate has:

- 1-3 years of relevant administrative experience
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Technological literacy to quickly learn a variety of online platforms
- Excellent written and oral communication skills
- Flexibility, initiative, and the ability to multi-task and prioritize competing deadlines
- An interest in advancing social justice, gender and racial equity

SALARY AND BENEFITS
This is a full-time, non-exempt grant funded position ending September 29, 2024. The salary is $50,000. FUTURES offers a competitive benefits package.

Submit Cover Letter & Resume: Virginia Duplessis, Director of National Health Resource Center on Domestic Violence, at health@futureswithoutviolence.org with the subject line “HRC Program Assistant application.” Application period will close September 10, 2021.

FUTURES welcomes applications from survivors of domestic violence and human trafficking, people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.