



## **ANNOUNCEMENT: Job Opening**

### **PROGRAM ASSISTANT - PROMISING FUTURES**

(FULL-TIME, 1-YEAR FIXED TERM)

Location: Boston, MA

**Futures Without Violence** (FUTURES) is a national non-profit and social change organization that works to end violence against women and children around the world. With offices in Boston, San Francisco, and Washington, DC, we're a team of educators, strategists, trainers and grassroots organizers who develop programs that can change social norms, prevent domestic violence and create the conditions and experiences that children and adults need to heal and thrive. 67fd7

**Promising Futures: National Capacity Building Center to Support Parent and Child Survivors of Domestic Violence** is a project of Futures Without Violence. Promising Futures supports systems, institutions, and communities to create the conditions and experiences that prevent violence and support healing and resilience for children and their families and tell stories of impact that motivate change on a large scale.

**We are hiring a Program Assistant to join the Children and Youth team.** The Program Assistant will primarily support the [Promising Futures Project](#), working closely with Promising Futures team members in order to create materials, meetings and events that help the project run smoothly. This person will be responsible for communicating with organizational partners and members of the public in order to provide training and consultation, and share tools, resources, research findings, and overall project-related communications.

We are looking for someone who is highly motivated, a team player, detail-oriented, and committed to social justice. We strive to create an environment that centers equity and the lived experiences of survivors of violence. We value collaboration and the input of all team members. We provide mentorship and professional development opportunities to support the candidate's growth and leadership.

The position will be located in Boston, MA and will be supervised by the Program Manager for the Promising Futures Project. Given COVID-19, we expect that this position will be remote until the FUTURES' offices reopen.

#### **JOB RESPONSIBILITIES:**

- Provide logistical support for meetings, conferences, and events (i.e., secure event space and catering, make travel arrangements, prepare conference materials, assist guests with registration and accommodations for needs)
- Organize/schedule calls, take detailed meeting minutes and transcribe when needed;
- Communicate with diverse groups of people via written and oral communication: members of the public, researchers, advocates, and internal and external partners;

- Assist with research and editing of program documents and resources - including to help make them accessible to those with limited English proficiency, and to ensure they are 508 compliant;
- Draft and process contracts and other service agreements; track financial approval of invoices and reimbursement forms;
- Perform data entry and update/maintain database (survey results, evaluations, and participant lists) and program website

#### **EXPERIENCE AND SKILLS:**

The successful candidate has experience providing administrative support and is able to perform a variety of tasks under tight deadlines. We value someone who has a collaborative spirit and wants to help make systems better.

#### Requirements:

- A minimum of 1-2 years' relevant work experience
- Previous knowledge of or experience in domestic violence or other social justice-related work
- Proficiency in the use of Outlook, Microsoft Office Suite (specifically Excel, PowerPoint and Word)
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Demonstrated problem-solving skills and a team player
- Values a diverse work environment
- Ability to prioritize, manage time, and multitask
- Occasional travel may be required, with expenses paid for by the organization

#### Preferred:

- Previous experience with administrative support
- Previous experience with event planning
- Previous experience with database management systems, preferably Salesforce
- Previous experience with website content managements systems, preferably WordPress
- Previous experience with Adobe Acrobat is a plus

#### **SALARY AND BENEFITS:**

This is full-time, non-exempt, 1-year grant funded position with a possibility of extension based on funding availability. The pay range for this position is \$40-45,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

**PLEASE SEND RESUME AND COVER LETTER TO:** Mie Fukuda, [mfukuda@futureswithoutviolence.org](mailto:mfukuda@futureswithoutviolence.org). Applications will be considered on a rolling basis

*FUTURES welcomes applications from 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.*

*The Children and Youth team also encourages applications from survivors of violence and those who have experience with or within the child welfare and foster care system.*