FUTURES WITHOUT VIOLENCE

POSITION ANNOUNCEMENT

PROGRAM SPECIALIST, Public Education Campaigns & Programs
Location: San Francisco, CA

Futures Without Violence is a dynamic national organization committed to ending violence against women and children around the world. We seek a dedicated, energetic, and creative individual to work with us on innovative public education campaigns and programs.

DEPARTMENT & POSITION:

The Program Specialist (reporting to the Director) is an integral part of a team working to engage the public in transforming social norms and negative perceptions that contribute to and condone violence against women and children.

The Public Education Campaigns and Programs Department is a global leader for broad-based social norm changing campaigns of its kind. Core competencies include audience insight and segmentation, media planning and strategy, message/concept design, communications vehicle (e.g., radio, social media) expertise, qualitative/quantitative testing knowledge, campaign production and measurement, training, and technical assistance linking on-the-ground mobilization with broad-based public education efforts.

Programs specific to the Department reach parents, teachers (e.g., Changing Minds), men and coaches (e.g., Coaching Boys into Men), teens (e.g., That’s Not Cool), and opinion leaders with initiatives both domestically and internationally. In addition, the Department works extensively with a number of communications and education-based formats (e.g., PSA, public relations, website development, social media, video, and photography).

The Program Specialist provides some general administrative support and coordination to the team across each of the competencies above as guided by the Director. Working independently and as part of a broader team, the incumbent will have ownership over the project management of principal public education and its initiatives.

JOB RESPONSIBILITIES:

Program Implementation:
- Implement comprehensive initiatives that include public awareness building, social marketing, training (delivery), community organizing, and policy/advocacy work.
- Strong use of technology and social media to engage the public on issues of social justice.
- Develop/compile written content and present on behalf of departmental campaigns and programs (moderate travel required).
- Support website strategy implementation and management of multiple FUTURES’ sites.
- Generate program content for website, social media, and other platforms across departments as needed.
- Research new engagement strategies and emerging issues/trends uncovering opportunities for the organization and the field at large.
Constituency Building & Outreach:
- Build and maintain relationships collaborating with partner organizations for effective project design and implementation.
- Respond to requests for assistance from the public and work with local advocates to provide strategic aid to communities, organizations, and institutions on related program issues.
- Conduct surveys, interviews and other forms of communication with program participants.
- Aid Development and Policy teams with action alerts, database management, and maintenance.
- Manage occasional mailings to constituents, funders, community advocates, and other supporters.

Administrative Coordination:
- Lead daily administrative work that supports program decision-making and operations.
- Prepare agendas, meeting notes, written draft and final versions of correspondence, data reports, advocacy updates, announcements, contracts, and other written materials.
- Coordinate and attend meetings, education/training conferences, and other events.
- Assist with timely grantee reporting and delivery of other reports requested by funder.

EDUCATION, EXPERIENCE & SKILLS:
The successful candidate for this position will have:
- 4+ years related work experience required.
- Superior written and verbal communication skills
- Experience utilizing various social media platforms to engage the public on social justice issues.
- Basic knowledge of html, design software, and online collaboration/webinar platforms (e.g., WordPress CMS, Zoom, GoToMeeting) preferred.
- The ability to work independently with periodic supervision as needed.
- Strong interpersonal skills, and the ability to exercise effective judgment in a highly visible role.
- Strong organizational skills and excellent command of contemporary computer skills, office hardware, PC software (Windows environment).
- Strong commitment to social justice and ending intimate partner violence and sexual assault.

Please send resume and cover letter to: Brian O’Connor at PublicEd@FuturesWithoutViolence.org

SALARY AND BENEFITS:
This position is full-time, exempt. The pay range for this position is $55-60,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, marital or family status, veteran status, age, national origin, ancestry, religion, disability or medical condition, or any other basis protected by federal, state or local law.