



**ANNOUNCEMENT: Job Opening**

**PROGRAM ASSISTANT**  
**National Health Network on Intimate Partner Violence and Human Trafficking**  
Location: San Francisco, CA

Futures Without Violence (FUTURES) is a dynamic national organization committed to ending violence against women and children around the world. 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.

**DEPARTMENT & POSITION**

FUTURES' Health Department provides national leadership on how to improve the health response to adult and child survivors of violence and to promote prevention. Current national programs include the National Health Resource Center on Domestic Violence (HRC), National Health Network on Intimate Partner Violence and Human Trafficking (the Network); Health Alliance for Violence Intervention hospital program (HAVI), as well as multiple other state and local adult/child health training and technical assistance projects across the U.S.

**RESPONSIBILITIES**

- Contribute to FUTURES staff, FUTURES' Health Department, and FUTURES' Health Network to help plan meetings, events, and inform discussions;
- Help in the coordination and development of clinical tools and resources for community health centers/DV programs participating in Learning Collaboratives and other national activities (including web-based learning) designed to improve the health response to IPV/HT. This includes note taking, proofing drafts for errors and formatting; incorporating faculty/group edits and feedback; working with graphic designers to layout and update drafts; undertaking some layout/design work including for flyers, agendas and memos; and other administrative support to help staff/faculty collaboratively develop tools from inception to completion.
- Monitor, respond to technical assistance (TA) and training requests from community health centers/DV programs and help track outcomes and stories of impact.
- Maintain a Salesforce database of community health center and DV program contacts and tags.
- Support website development and WordPress updates; support communications and marketing within the TTA resource network.
- Provide virtual logistical support for groups, staff and others and running tech on Zoom, or other platforms to facilitate meetings and trainings.
- Draft and submit contracts in coordination with the Operations team and facilitate invoice payments with consultants, vendors and Director;
- Help arrange and manage travel, training, meetings calendar (may include setting up doodle polls, surveys, or other correspondence to account for many people);
- Schedule, coordinate, and provide logistical support for meetings, trainings, webinars, and conference calls and some administrative support to subject matter experts, stakeholders, partners, and others as needed;
- Support travel arrangements that include handling logistics related to venue, lodging, travel arrangements and reimbursement; and
- Provide general administrative support for assigned program areas;

### **DESIRED EXPERIENCE & SKILLS**

We're seeking a well-organized, flexible, experienced professional who thrives in a dynamic, fast-paced team and excels at juggling multiple requests and evolving projects. 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:

- A commitment to social justice, gender and racial equity;
- A Bachelor's degree or equivalent combination of education/training and experience required;
- 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, creativity;
- Flexibility, initiative, and the ability to multi-task and prioritize competing deadlines;
- An attention to detail including in the editing of documents, formatting of slides, design and roll-out of campaigns and events/activities.
- Proven skills in organizational and administrative support and the ability to work independently and collaboratively as a member of a diverse team;
- Experience working with grants to include: assisting with preparing grant reports; tracking expenditures; preparation of RFPs; tracking grant deliverables and contractor agreements, a plus;
- Occasional travel may be required

### **SALARY AND BENEFITS**

This is a full-time, non-exempt grant funded position. The pay range is from \$45-50,000/year, commensurate with experience. FUTURES offers a competitive benefits package.

**Submit Cover Letter & Resume:** Anna Marjavi, Director of National Health Network on Intimate Partner Violence and Human Trafficking at [ipvhealthpartners@futureswithoutviolence.org](mailto:ipvhealthpartners@futureswithoutviolence.org)

*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.*