



ANNOUNCEMENT: Job Opening

PROGRAM ASSISTANT – PUBLIC EDUCATION CAMPAIGNS & PROGRAMS

(FULL-TIME FIXED TERM OF ONE YEAR)

Location: San Francisco, CA

Resumes accepted till August 25, 2020

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. We seek a dedicated, energetic, and creative individual to work with us on innovative public education campaigns and programs.

DEPARTMENT & POSITION:

The Program Assistant is an integral part of the Public Education Campaigns and Program 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 Department of FUTURES is the national leader and international resource for broad-based social norm changing campaigns centered on ending violence against women and children. 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, and linking on-the-ground mobilization with broad-based public education efforts.

Campaigns and 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 Assistant, working independently and as a critical part of the team, provides general administrative support and coordination for a variety of FUTURES' campaigns and programs as guided by the Director and Program Specialist. This is a non-exempt, one (1) year grant funded position.

JOB RESPONSIBILITIES:

Program Support

- Assist with project management of public education and engagement programs and campaigns.
- Strong use of technology and social media to enlist and organize the public on issues of social justice and preventing violence against women and children.
- Research information on new media opportunities and initiatives.
- Help maintain public education campaigns and programs websites and aid in content creation and writing.
- Compile resource materials to advance efficiency and effectiveness of website and technical assistance services.
- Aid with organizational database, listserv, and data entry maintenance.
- Liaise with local and field advocates and activists to optimize public programming and campaigns.
- Provide online community management for campaigns and programs, including moderating online

conversations, messages, and content.

- Provide support for a variety of FUTURES' constituents – including teens and young adults as well as violence prevention advocates and educators – answering calls/emails and responding to requests for information.
- Contribute to staff and project planning meetings, events, and discussions.

Administrative Support

- Schedule and coordinate meetings, trainings, webinars, educational events, conference calls, etc.
- Prepare/Draft materials such as PowerPoint slides, Excel documents/charts, agendas, and meeting minutes.
- Coordinate follow up (i.e., phone, email, in person) on various aspects of public education campaigns and programs.
- Compose, edit, and produce draft and finished correspondence, reports, announcements, proposals, presentations, charts, etc. as directed.
- Manage inventory and shipment of public education materials (e.g., posters, reports, printed and digital material) to constituents, funders, community advocates, and others.
- Lead the daily administrative work that supports program decision making and operations.

EXPERIENCE AND SKILLS:

The successful candidate will have:

- Commitment to social justice with an emphasis on preventing and ending violence and sexual assault.
- Superior attention to detail and command of contemporary computer skills, office hardware, PC software (Windows environment).
- Strong written and verbal communication skills.
- Proven skills in organizational and administrative support along with personal initiative and the ability to work independently and collaboratively as a member of a diverse team.
- Substantial experience utilizing, engaging, and organizing on various social media platforms (Facebook, Twitter, Instagram, etc.).
- Experience working with diverse audiences, ideally in an educational/non-profit setting a plus.
- Knowledge of html, online collaboration platforms (i.e., Google calendar, Adobe Connect webinar technology, etc.), and WordPress content management system a plus.

SALARY & BENEFITS:

This position is full-time, non-exempt, fixed term. The pay range for this position is \$45-50,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

PLEASE SEND RESUME AND COVER LETTER TO: Brian O'Connor at PublicEd@FuturesWithoutViolence.org

Resumes accepted till August 25, 2020.

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.