



ANNOUNCEMENT: Job Opening

PROGRAM ASSISTANT, HEALTH

Location: San Francisco, CA

Futures Without Violence is a national health and social justice nonprofit that develops groundbreaking programs, policies, and campaigns to empower individuals and organizations working to end violence against women and children. Striving to reach new audiences and transform social norms, we train professionals such as doctors, nurses, judges, educators and athletic coaches on improving responses to violence and trauma. We also work with advocates, policymakers, and others to build sustainable community leadership and educate people everywhere about the importance of respect and healthy relationships. For more information, visit www.futureswithoutviolence.org.

PROGRAM & POSITION:

Futures Without Violence operates the National Health Resource Center on Domestic Violence (The Center) with funding from the U.S. Department of Health and Human Services. The Center is responsible for educating and advocating for an improved health care response to victims of domestic violence. Because most individuals are seen at some point by a health care provider, the health care setting offers a critical opportunity for early identification and primary prevention of abuse in partnership with domestic violence programs. Center staff develop education and public policy reform programs and materials targeted to health care providers, community-based advocates, and systems nationwide to facilitate an understanding of the issues and health needs of victims of domestic violence in order to improve health and safety outcomes for individuals and families.

RESPONSIBILITIES:

The Program Assistant will provide administrative support to Health Program Staff who are pursuing cutting edge policy development, systems reform, education strategies and community organizing. Specifically the incumbent is expected to:

- Manage the Center's online store and product inventory: respond to requests for materials, package and ship orders, maintain database of customers and invoices, add new product descriptions to the store, and organize and replenish inventory.
- Work with staff to facilitate the creation of and changes to new materials including working with graphic designers and printers and coordinating the shipment and delivery of materials.
- Respond to technical assistance requests received by the Center via phone and email and update database contacts and records as needed.
- Coordinate the Center's webinar series including email/online outreach, set up and monitor online registration, work with webinar speakers to ensure training materials and other needed documents are received, manage certificates of completion and follow-up emails to participants, and manage the webinar technology.
- Coordinate continuing medical education (CME) credits, certificates of attendance, and other administrative duties associated with the Accreditation Council for Continuing Medical Education to provide Category 1 CMEs to MDs, DOs and residents who participate in select CME activities.
- Provide administrative support to the National Health Care Initiative including schedule conference calls and meetings; take meeting minutes; attend staff and project planning meetings as required; coordinate travel, food and lodging arrangements for staff, consultants and others, prepare materials for events, provide assistance to track contract completion, invoicing and other financial support as needed.

- Assist with other aspects of program administration as directed, including performing general administrative duties such as typing, filing and photocopying, and helping to organize the daily administrative work that supports executive and program decision-making and operations, including intermittent coverage of front desk/reception; compose, edit and produce correspondence, announcements and other written materials; proofread the agency's written work for accuracy, grammar, and clarity.

EXPERIENCE & SKILLS:

1. Knowledge of Outlook and Microsoft Office Suite 2013 (specifically Excel and Word including mail merge). Other desired skills: Web content management including WordPress.
2. Knowledge of databases such as Blackbaud products including Convio or Luminate and Salesforce.
3. Experience hosting online meetings and webinars
4. Good communication skills
5. Excellent organizational skills and attention to detail
6. Previous experience working in an office
7. Ability to juggle multiple tasks, prioritize projects, work independently and take direction from multiple people.
8. Ability to work collaboratively in a team environment, with excellent team building skills, while exercising discretion and sound, independent judgment in performing job responsibilities and working with the public;

To apply, please submit cover letter and resume to:

Lisa James
Futures Without Violence
100 Montgomery St, The Presidio
San Francisco, CA 94129

Or email to: ljames@futureswithoutviolence.org

Futures Without Violence 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.