ANNOUNCEMENT: Job Opening

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

Futures Without Violence is a national non-profit social change organization that works to end violence against women and children around the world. We’re a team of educators, strategists, fundraisers, trainers and grassroots organizers who develop programs that can change social norms, advance policy, and mobilize people to prevent violence against women and children.

DEPARTMENT: The Program Assistant will work within FUTURES’ Health Department that provides national leadership on how to improve the health response to adult and child survivors of violence and promotes 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.

OVERVIEW: The Program Assistant provides administrative support as part of The National Health Network on Intimate Partner Violence and Human Trafficking, and works directly with the Health Network’s Program Specialist and Director, as well as other faculty who provide training and technical assistance to improve the nation’s community health center response to intimate partner violence and human trafficking. The Program Assistant is expected to work from San Francisco office when it reopens.

RESPONSIBILITIES

- Contribute to FUTURES staff, FUTURES’ Health Department, and FUTURES’ Health Network to help plan meetings, events, disseminate materials and inform discussions.
- Help in the coordination and development of clinical tools and resources for community health centers/DV programs designed to improve the health response to IPV/HT. This includes note taking, proofing draft materials for errors and formatting; incorporating faculty/group edits and feedback; 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, including monitoring inbox of requests from the field, disseminating requests to health team members and helping track outcomes and stories of impact.
- Set up registration and post-surveys for events (webinars etc.). Sync and organize data exports within a Salesforce database of community health center and DV program contacts and tags (training on Salesforce will be provided).
- Provide administrative support to team to complete grant reports.
- 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 and also handling logistics related to venue, lodging, travel arrangement and reimbursements for staff and faculty travel.

• 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.

• Provide general administrative support for assigned program areas.

**DESIRED EXPERIENCE & SKILLS**
We’re seeking a well-organized, detail-oriented and flexible 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 or more 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; and
• 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

FUTURES welcomes applications from survivors of domestic violence and human trafficking, 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.