



## **ANNOUNCEMENT: Job Opening**

### **PROGRAM ASSISTANT**

(Full-time, 1-year fixed term)

Location: Washington, D.C.

Futures Without Violence (FUTURES) is a dynamic national organization committed to ending violence against women and children around the world. Through the creation of innovative programs, FUTURES has provided national leadership in efforts to improve systemic responses to domestic and sexual violence, dating violence, stalking, human trafficking, and other forms of violence against women and children. Focusing on sustainability and effective program development, our programs bring together experts and emerging leaders in the field to advance best practices for ending and preventing violence. We seek a dedicated and energetic individual to work with us to provide administrative support for a number of our programs, and for the DC office.

### **DEPARTMENT & POSITION**

Learning & Leadership (L&L) Department provides education and hands-on technical assistance to individuals and organizations to facilitate transformative adult learning that inspires socially conscious change and improves organizational development and individual leadership. The L&L offers a bridge between the educational and scientific theory of adult learning and its application to the myriad ways that adults learn both professionally and personally. The L&L recognizes that lifelong learning for adults is fundamental to social, political, racial, economic, and gender justice and provides the building blocks for transformative change across many different settings – legal institutions and systems, government and non-profit, educational systems, business and workforce development, and the healthcare system.

Reporting to the Director, the Program Assistant will provide administrative support for the Institute for Leadership in Educational Development (I-LED), Enhancing Judicial Skills in Abuse in Later Life Cases (EJS-ALL) and Supporting Organizational Sustainability (SOS) Programs and other initiatives as they arise.

### **RESPONSIBILITIES**

- Provide general administrative support for assigned program areas and the DC office;
- Schedule, coordinate, plan, and provide logistical support (on-site when necessary) for meetings, symposiums, trainings, webinars, educational events, conference calls, etc. to include venue, lodging, travel arrangements and other logistics;
- Serve as liaison to subject matter experts, stakeholders, partners, and learners;
- Assist with the preparation of grant proposals and grant reports;
- Draft and submit contracts, extensions, and modifications in coordination with the Operations team;
- Facilitate invoice payments to consultants, sub-contractors, and other expenses;
- Manage team-wide travel, training, and annual leave calendar;
- Manage staff credit card reconciliations, team software accounts and subscriptions, and purchase orders for office supplies/technology for the team;
- Monitor requests for technical assistance (TA) to appropriate staff member for follow up;
- Contribute to staff and program planning meetings, events, and discussions;
- Assume other administrative duties and projects as needed.

### **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 hotel management to judges.

Our ideal candidate has:

- A commitment to social justice, gender and racial equity, and adult learning;
- 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;
- 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, 1-year grant funded position with a possible extension dependent on continued funding. The pay range is from \$45-50,000/year, commensurate with experience. FUTURES offers a competitive benefits package.

**Submit Cover Letter & Resume:** Jennifer White, Director for Learning & Leadership at [jwhite@futureswithoutviolence.org](mailto:jwhite@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.*