



## **ANNOUNCEMENT: Job Opening**

### **PROGRAM ASSISTANT**

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 and social media support for a number of our programs, and for the DC office.

### **PROGRAMS & POSITION**

The Program Assistant will provide general administrative and project support for the following FUTURES' programs: Institute for Leadership in Educational Development, Promoting Employment Opportunities for Survivors of Trafficking, Workplaces Respond to Domestic and Sexual Violence, and Supporting Organizational Sustainability. The Program Assistant will also provide administrative and project support for the DC office and Policy Team such as database management, logistical support for briefings, creation of social media content, etc.

### **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;
- Coordinate follow-up (i.e., phone, email, in person) for program assessment;
- Assist with completing programmatic accountability and compliance measures for grant agreements, operational guidelines, and program reporting requirements;
- Compose, edit, and produce correspondence, reports, announcements, PowerPoint slides, Excel spreadsheets, proposals, presentations, charts, and meeting minutes, etc. as directed;
- Monitor requests for technical assistance (TA) to appropriate staff member for follow up; maintain comprehensive database of program contacts and TA service delivery;
- Provide social media support to the DC office, for assigned programs, and as needed;
- Contribute to staff and program planning meetings, events, and discussions;
- Assume other administrative duties and projects as needed.

### **DESIRED EXPERIENCE & SKILLS**

- Commitment to social justice causes with an emphasis on preventing and ending violence against women and children;
- 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;
- Proficiency in Spanish a plus;
- Demonstrated experience utilizing various social media platforms (Facebook, Twitter, Instagram, Tumblr, Google+, etc.);
- Strong interpersonal skills and demonstrated cultural competency;
- Superior attention to detail and command of contemporary computer skills, office hardware, PC software, Excel (Windows environment);
- Experience working with grants to include: assisting with preparing grant reports; tracking expenditures; preparation of RFPs; tracking grant deliverables and contractor agreements, a plus;
- Bachelor's degree or equivalent combination of education/training and experience required. 2+ years' related work experience preferred.

Occasional travel may be required. Salary range is \$34,000-\$44,000/year, commensurate with experience.

Futures believes that people of color, Native people, LGBTQ individuals, and other marginalized communities are disproportionately impacted by violence and abuse, thus we welcome applications from people who are members of these or other marginalized communities.

**Submit Cover Letter & Resume:** [Sarah Gonzalez Bocinski](mailto:Sarah.Gonzalez.Bocinski@futureswithoutviolence.org) at [SGonzalez@futureswithoutviolence.org](mailto:SGonzalez@futureswithoutviolence.org)

*FUTURES maintains a diverse and dynamic workforce and is committed to providing and promoting 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.*