ANNOUNCEMENT: Job Opening

PROGRAM SPECIALIST
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 Specialist 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 Health 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 Specialist provides program and 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 Director and assistant, as well as other faculty who provide training and technical assistance to improve the nation’s community health center response to intimate partner violence & human trafficking. The Program Specialist is expected to work from San Francisco office when it reopens.

RESPONSIBILITIES
- Assist the Program Director in managing program details for the Health Network including coordinating with faculty on Learning Collaboratives, marketing and outreach for educational activities, and assisting with program implementation in a timely manner.
- Work with the Program Director to develop materials and plan content for training and field building activities, including planning and leading sections for webinar series, corresponding with funders on monthly calls and via email, identifying gaps in resources and creating new materials to meet gaps etc.
- Monitor, respond to technical assistance (TA) requests for information, training and materials from community health centers/DV programs, identifying key resources and training needs and help track outcomes and stories of impact.
- Coordination and development of clinical tools and resources for community health centers/DV programs participating in Learning Collaboratives and other national activities (including web-based learning) designed to improve the health response to IPV/HT. This includes working with graphic designers; undertaking some layout/design work including for flyers, agendas and memos; and other programmatic support to help staff/faculty collaboratively develop tools from inception to completion.
- Work with Program Director to draft and assist with timely grantee reporting and delivery of other reports or proposals requested by funders as needed.
- Conduct trainings and presentations and represent the organization at meetings and conferences as needed.
- Support website content development and WordPress updates; support communications and marketing within the TTA resource network.
• Contribute to FUTURES staff, FUTURES’ Health Department, and FUTURES’ Health Network to help plan meetings, events, and inform discussions.
• 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;
• Contribute to special projects within the National Health Resource Center on Domestic Violence with other health team members as needed.
• Prepare bids for services and negotiate contracts for services, materials, and consultants needed to plan and complete FUTURES health programs and other projects.
• Provide general administrative support as needed such as, schedule conference calls; event and travel coordination; compose, edit and produce correspondence; and proofread documents for accuracy, grammar, and clarity.

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;
• A minimum of 2 years or more of relevant programmatic experience required;
• 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 programmatic 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 & BENEFITS
This is a full-time, an exempt grant funded position. The pay range is from $55,000-60,000/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.