



**ANNOUNCEMENT: Job Opening**  
**PROGRAM ASSISTANT - PROMISING FUTURES**

(FULL-TIME)

Location: Boston, MA

[Futures Without Violence](#) (FUTURES) is a national non-profit and social change organization that works to end violence against women and children around the world. With offices in Boston, San Francisco, and Washington, DC, we're a team of educators, strategists, trainers and grassroots organizers who develop programs that can change social norms, prevent gender based violence and create the conditions and experiences that children and adults need to thrive.

**We are hiring a Program Assistant to join the Children and Youth team.** The Program Assistant will work on multiple projects to support the creation of materials, meetings and events that help the projects run smoothly. This person will communicate with organizational partners and members of the public in order to coordinate training and consultation, share tools, resources, research findings, and support overall project-related communications.

We are looking for someone who is highly motivated, a team player, detail-oriented, and committed to social justice. We strive to create an environment that centers equity and the lived experiences of survivors of violence. We value collaboration and the input of all team members. We provide support and professional development opportunities to enable the candidate's growth and leadership. The position is located in Boston, MA. Given COVID-19, we expect that this position will be remote until the FUTURES' offices reopen.

Under the direction of the Program Director, the program assistant will work on one of our signature projects, **[Promising Futures: National Capacity Building Center to Support Parent and Child Survivors of Domestic Violence](#)**. Promising Futures supports systems, institutions, and communities to create the conditions and experiences that prevent violence and support healing and resilience for children and their families and shares stories of impact to motivate change on a large scale.

**JOB RESPONSIBILITIES:**

- Provide logistical support for virtual and in-person meetings, conferences, and events (ex., secure event space and catering, make travel arrangements, prepare conference materials, assist guests with registration and accommodations for needs).
- Organize/schedule calls, take detailed meeting minutes and transcribe when needed.
- Create and coordinate social media content for the Children and Youth Team.
- Communicate with diverse groups of people via written and oral communication: members of the public, researchers, advocates, and internal and external partners.
- Assist with research and editing of program documents and resources - including to help make them accessible to those with limited English proficiency, and to ensure they are 508 compliant.
- Coordinate and monitor contracts, invoices and vendor payments.
- Perform data entry and update/maintain database (survey results, evaluations, and participant lists) and program website.
- Other duties as assigned.

- Essential job functions include using a telephone and working at a standard computer terminal; able to perform job duties with reasonable ergonomic accommodations; able to sit and stand for long intervals, reach, bend, lift and carry up to 25 pounds, and walk up and down several flights of stairs as needed.

**EXPERIENCE AND SKILLS:**

The successful candidate has experience providing administrative support and is able to perform a variety of tasks under tight deadlines. We value someone who has a collaborative spirit and wants to help make systems better.

Requirements:

- A minimum of 2-3 years' relevant work or volunteer experience
- Prior experience as an administrative assistant
- Knowledge of or experience in violence prevention or other social justice-related work
- Proficiency in the use of Outlook, Microsoft Office Suite (specifically Excel, PowerPoint and Word)
- Firm ability to navigate virtual meeting platforms such as Ring Central, Zoom, Webex, etc.
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Demonstrated problem-solving skills and a team player
- Values a diverse work environment
- Ability to prioritize, manage time, and focus on tasks
- Travel may be required, with expenses paid for by the organization

Preferred:

- Experience planning and coordinating large events
- Experience creating and sharing content on social media platforms
- Experience utilizing database management systems, preferably Salesforce
- Experience uploading content on website content managements systems, preferably WordPress
- Ability to use Adobe Acrobat for editing documents

**SALARY AND BENEFITS:**

This is a full-time, non-exempt position. The pay range for this position is \$43-45,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

**PLEASE SEND RESUME AND COVER LETTER TO:** [jobs@futureswithoutviolence.org](mailto:jobs@futureswithoutviolence.org) - applications will be considered on a rolling basis

*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. The Children and Youth team also encourages applications from survivors of violence and those who have experience with or within the child welfare and foster care system.*