

**Program Assistant
Washington, DC**

The ABA Commission on Domestic & Sexual Violence is seeking a full-time program assistant in our Washington, DC office. As a part of the Commission's Technical Assistance Unit, the program assistant will support the work of our national training and policy attorneys to plan, develop, and host national and regional, multi-day, in-person and virtual continuing legal education programs for attorneys representing victims of domestic violence, dating violence, sexual violence, and stalking. This is a fully administrative position. Funding is from the United States Department of Justice, Office on Violence Against Women.

Responsibilities include:

- Managing logistics for trainings, events, and continuing legal education programs;
- Administering contracts for goods and services, including working with ABA Accounting, ABA Office of the General Counsel, and expert consultants nationwide on invoices, check requests, and reimbursements;
- Maintaining and reviewing detailed accounting records for grant-funded events and projects;
- Developing, scheduling, and distributing publicity and marketing materials for grant-funded programs;
- Managing registration and associated communications for grant-funded trainings and events;
- Developing and managing content on the Commission on Domestic & Sexual Violence website;
- Responding to publication requests and managing publications inventory;
- Responding to and tracking individual requests for assistance from attorneys nationwide; and
- Maintaining listservs.

A qualified applicant will have:

- A college degree (preferably a bachelor's degree, but an associate's degree with suitable work experience is acceptable);
- A demonstrated ability to juggle multiple projects, with minimal supervision, and under tight timelines;

- The ability to communicate professionally in English, both orally and in writing;
- Substantial experience with MS Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and video-conferencing platforms (Microsoft Teams, Zoom).
- A commitment to diversity, equity, and inclusion in the workplace.
- A commitment to ending gender-based violence.

A preferred candidate will have:

- Experience with conference or large-scale event planning involving multiple logistical elements;
- Basic web content management skills;
- Experience engaging with a large audience on social media (Facebook, Twitter, LinkedIn) and integrating desktop design applications (Canva, Photoshop).
- An understanding of how interpersonal and institutional power, privilege, racism, and oppression affect the lives of domestic & sexual violence survivors.

Travel

Some travel may be required once it is safe to do so; however, no travel is contemplated before 2023.

COVID-19

The ABA follows CDC and local government guidance regarding COVID-19 precautions. This position is designed to be on-site in our Washington, DC office; however, as pandemic guidance allows, telework is an option to ensure safety.

Salary

Hiring range is \$38,000–\$42,350, depending on experience.

Application Process

Interested candidates should send a cover letter, resume, writing sample, and contact information for three professional references to Chief Counsel Vivian Huelgo, at vivian.huelgo@americanbar.org, with PROGRAM ASSISTANT as the

subject line. References will not be contacted without express candidate permission. **Commission staff will not respond to inquiries.**

The American Bar Association is an Equal Opportunity Employer, M/F/D/V

An equitable, inclusive, and diverse staff is critical to our mission. The Commission welcomes and encourage applications from qualified candidates of color, with disabilities, who are trans*, and/or with other underrepresented backgrounds and experiences.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association, please call 312-988-5188.

*To learn more about the Commission, please visit our website at
www.americanbar.org/cdsv.*