



**Special Projects & Training Assistant Position
Institute on Violence, Abuse, and Trauma (IVAT)**

Position: Special Projects & Training Assistant

Reports to: Research, Publications and Special Projects Manager; under the direction of Chief Executive Officer/President

Employment Status: Full-time, benefits-eligible position

Hours: Monday – Friday, 8:30 am – 5:00 pm (40 hours/week, full-time, non-exempt)

Location: San Diego, California (on-site)

Pay: \$41,600 annual plus benefits

Contact: Nanette Burton, MS (nanetteb@ivatcenters.org)

The Institute on Violence, Abuse, and Trauma (IVAT) is seeking a proactive, motivated individual to provide administrative and logistical support for assigned special projects, training, and related activities. The ideal candidate will be organized and adaptable with a demonstrated ability to collaborate, contribute, and thrive in assisting with multiple projects and tasks. The successful candidate will provide high-quality service to all constituencies of IVAT. They will exhibit the highest professional standards and ethical principles and will be committed to the tenets of IVAT’s Mission and Vision.

The Family Violence and Sexual Assault Institute (FVSAI) dba Institute on Violence, Abuse and Trauma (IVAT) is a nonprofit organization and a leading international resource and training center, headquartered in San Diego, California. IVAT links practice, policy, research, and advocacy to promote violence-free living and improve the quality of life for individuals on local, national, and international levels. For more information, visit our website: <https://www.ivatcenters.org/>

POSITION SUMMARY

Under the general supervision of the Research, Publications & Special Projects Manager, the Special Projects and Training Assistant will provide administrative and logistical support for IVAT’s Research, Training, and Publications Departments and support the planning and development of assigned projects, programs and activities. This is a full-time, non-exempt on-site position providing administrative, logistic, and research support for national and international training projects, program evaluation, certification programs or other special projects. This position requires strong and concise communication, respectful and professional interpersonal relationship building, and strong organizational skills with attention to detail.

QUALIFICATIONS

Strong candidates will show evidence of excellence in communication, logic, writing skills, reasoning, problem-solving, and team building. Successful candidates will be highly motivated, adaptable, and demonstrate the ability to organize time and priorities to meet multiple concurrent deadlines. They will work well independently and as a member of a team. Research and prior experience in violence, abuse, and trauma fields are helpful. Related nonprofit or administrative experience a plus.

ASSIGNMENTS AND RESPONSIBILITIES

- Provide administrative and logistic support for meetings and events, including national and international training projects
- Set meetings and take meeting minutes, record actionable items to ensure appropriate follow-up on progress of action items and other tasks
- Track progress towards milestones and ensure assigned projects and tasks adhere to budgetary requirements and timelines
- Serve as an information resource for training attendees, presenters and other collaborating and/or community partnerships; maintain accurate and up-to-date correspondence
- Provide on-site support for registration or bookstore at events/conferences
- Update and organize project and training materials; format / edit a variety of documents and materials
- Create and maintain spreadsheets, accurate records and ensure timely completion of deliverables
- Provide administrative and logistical support for webinars, training and on-demand content
- Provide administrative support for certification programs and educational resources/bookstore
- Process/update and maintain databases(s) or spreadsheets, provide summaries or progress reports
- Update and distribute training or project-related information
- Maintain accurate records, prepare detailed reports, ensure timely completion of project deliverables
- Apply various data analysis techniques to inform project success and determine ways to improve processes and outcomes
- Research and gather data on relevant issues, organizations, and event sites
- Perform clerical duties such as data entry, updating of manuals, data management, assist with documentation and financial tracking
- Distribute project plans, update relevant materials and track progress
- Organize and respond to project related emails and provide summaries or progress reports
- Regular communication with Supervisor
- Other tasks as assigned

Additional opportunities and potential to be involved or participate in other work based on expertise, experience, performance, and skill include:

- Opportunity to provide support and plan training designed for certification programs, large international Summits on violence, abuse and trauma, as well as engage in opportunities to work with local and national agencies and programs.
- Involvement in the editorial process of three peer-reviewed international journals (*Journal of Child Sexual Abuse; Journal of Aggression, Maltreatment & Trauma; Journal of Family Trauma, Child Custody, & Child Development*)
- Help select, price, pack, and coordinate books to be sold at various trainings and conferences; maintain communication with publishers, authors, and speakers

POSTION REQUIREMENTS

EDUCATION

Bachelor's degree or some college with related experience in psychology, criminology or forensic behavior, social work, or a related discipline preferred

EXPERIENCE

One-year related experience in administrative duties in a professional environment preferred
Recommended 1-2 years working in a fast-past environment

Prior experience with research; collecting, interpreting, and presenting information

KNOWLEDGE

Knowledge/proficiency of all Microsoft Office programs, especially Word, Excel, and PowerPoint, as well as experience with database management.

Familiarity with Cloud-Based Shared Files, such as Google Drive, SharePoint, Dropbox

Familiarity with Adobe Cloud and marketing/dissemination tools helpful

Knowledge of nonprofit administration helpful

Familiarity with registration platforms (CE21, CVENT) a plus

SKILLS

Effective written, verbal, and active listening communication skills

Effective and efficient organizational skills

Attention to detail and high level of accuracy; effective proofreading

Excellent customer service skills

Possess cultural awareness, humility and sensitivity

Adaptability and sound work ethics

Effective time management techniques to balance a workload involving multiple departments

Self-motivation and a high level of responsibility

Working knowledge of advanced planning; ability to initiate tasks and projects

ABILITIES

Ability to follow established procedures, direction, and guidelines

Ability to successfully work individually and as a team member

Ability to prioritize work tasks and maintain a productive workload

Ability to maintain a high level of accuracy in preparing and entering information

Ability to maintain confidentiality of information related to IVAT services

Ability to utilize sound judgement for problem-solving; knowledge to know when to consult a supervisor

Strong commitment and adherence to timely completion of tasks is required

OTHER REQUIREMENTS

Committed to the mission and vision of IVAT as a social change organization

Maintain a professional appearance and demeanor

Valid California driver license at time of hire

Employment contingent on a successful background check

Ability to be optimistic, positive, and supportive in all interactions with others. Applicants from diverse backgrounds with interest in IVAT's mission of social justice and public health, and upholding diversity, equity, and inclusion of all are encouraged to apply.

APPLICATIONS:

Completed applications should be sent to **Nanette Burton, MS, Research, Publications & Special Projects Manager**. Application materials include:

- Cover letter and CV/Resume
- 2-3 references
- Availability / anticipated start date
- Sample writing, publication, article, report or other relevant work (i.e., PowerPoint, annotated bibliography, essay, spreadsheet, etc.) may be requested

Anti-discrimination Policy: IVAT prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identify or associational preference.

IVAT is an Equal Opportunity Employer. IVAT will conduct its programs, service and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972 Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.

SETTING: The Family Violence and Sexual Assault Institute (FVSAI) dba Institute on Violence, Abuse and Trauma (IVAT) is a 501(c)(3) nonprofit organization that condemns violence and oppression in all its forms. We stand with all who work for equality and peace. IVAT is a leading international resource, research, direct services, publications, and training center, founded in 1984 as FVSAI and now headquartered in **San Diego, California** with satellite offices in Hawai`i and Maryland. IVAT is a one-stop shop to address and end violence and abuse, and the trauma that is produced. We host 2 international summits annually, edit 3 academic peer reviewed international journals, maintain several research databases, provide program evaluation, consultation, and a wide array of training addressing violence, abuse and trauma-- many of which can be used toward specialty certificates and continuing education. We offer vital professional clinical and forensic services to San Diego County and beyond. We believe collaboration across systems is key to putting an end to violence and abuse. This is an on-site full-time position. Travel may be requested for various projects occurring outside of San Diego, CA.