

Program Coordinator

Washington, DC

The ABA Commission on Domestic & Sexual Violence is seeking a Program Coordinator at its Washington, DC office. The Program Coordinator will be responsible for supporting the work of the 4-person attorney staff to achieve the objectives described below.

Responsibilities include: Coordinating logistics for Commission meetings, trainings, events and continuing legal education programs; administering contracts for goods and services, including working with accounts payable on invoices, check requests, and reimbursements; maintaining records and budgets for Commission events and projects; assisting in the development and distribution of publicity and marketing materials for Commission programs; managing registration for Commission trainings and activities; updating the Commission website and other social media; responding to publication requests and managing publications inventory; and maintaining Commission listserves. Occasional travel may be required.

Qualifications: Bachelor's degree is preferred, but Associate's degree with suitable work experience is acceptable. Must be able to juggle multiple projects, work with minimal supervision, and be responsible for deadline management. Must have the interpersonal and communication skills necessary to work in a professional setting, and have experience with word processing, computer-based design, document development and conversion, spreadsheet development, and administration of listserves, websites and social media accounts. Event planning experience and basic financial skills are a plus. A commitment to ending domestic and sexual violence is necessary, and a demonstrated interest in learning about the provision and coordination of legal services for victims of gender-based violence or women's rights issues is preferred.

Application: Send a current resume, letter of interest, and names and contact information for three professional references to vivian.huelgo@americanbar.org with PROGRAM COORDINATOR as the subject line.

Founded in 1994, the American Bar Association Commission on Domestic & Sexual Violence is the only national organization that focuses exclusively on improving the legal response to domestic violence, sexual assault, dating violence and stalking. The Commission addresses the acute need to increase the number of well-trained and supported attorneys providing representation to victims by:

- (1) providing in-person, web-based, and telephonic technical assistance and continuing legal education opportunities for attorneys, law students, and allied legal advocates;
- (2) advocating for full-funding for the Violence Against Women Act and other federal legislation increasing and improving services and support for victims of domestic violence;
- (3) collaborating with other ABA entities and national organizations to improve the systemic legal response to domestic violence.

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