



Job Description: Program Assistant

Organizational Overview: Rights4Girls is a human rights organization dedicated to ending gender-based violence in the United States. We work to change the narrative and policies that allow young women and girls to be criminalized when they are victimized and advocate for approaches and interventions that provide girls and young women with safety and support. Our work includes public education campaigns, research and writing, policy development and advocacy, training and technical assistance, and coalition building.

Position Overview: The Program Assistant will be responsible for helping implement Rights4Girls' advocacy priorities through a variety of administrative and clerical tasks. Duties of the Program Assistant include providing support to our attorneys, assisting in daily office needs, making travel and meeting arrangements, and assisting with research projects, workshops, Capitol Hill briefings and other events. The Program Assistant should have an understanding of women and girls' rights issues as well as an interest in at least one of the systems or issues Rights4Girls works to address, including gendered violence, sex trafficking, juvenile justice, and/or child welfare.

Roles and Responsibilities:

- Provide general administrative support, including scheduling meetings, arranging travel, preparing expense reports, posting content on website and social media.
- Generate, copy edit and format internal and external facing reports, fact sheets, blogs, newsletters, correspondence, and other written documents.
- Support organization in preparation and execution of briefings, workshops, meetings and other events.
- Respond to requests for information and support, including monitoring campaign and advocacy email boxes.
- Conduct web-based, legislative, and other research to support Rights4Girls' advocacy and research objectives as needed.
- Attend briefings and other external events as needed.
- Provide other program, administrative, and organization-wide support as needed/assigned.

Qualifications:

- A college degree or equivalent work experience is required.
- Applicants should possess a proactive and self-motivated work style.
- Strong proofreading, copy editing, writing, and oral communication skills.
- Flexibility, good judgment, attention to detail, and the ability to handle multiple, concurrent tasks and consistently prioritize as warranted.
- Strong computer skills and proficiency in Microsoft Office (Excel, Word, and PowerPoint) and Social Media Platforms (Twitter, Facebook, and Instagram).
- Excellent interpersonal skills, proactive and self-motivated work style, and professional demeanor.
- Ideal candidates will have a demonstrated commitment to Rights4Girls' mission and an understanding of the intersections of race, gender, and class.

Interested applicants may apply by sending a cover letter and resume to rebecca@rights4girls.org with "Program Assistant" in the subject line.