The Program Assistant is responsible for multiple facets of Fear 2 Freedom’s sexual assault prevention training programs. This position manages the Hour 2 Empower (H2E) programs and works closely with the Director of Programs. The Program Assistant is responsible for supporting all program events, daily department administrative duties, and directly reports to the Director of Programs. This is a full time 37.5 hours a week, hybrid, salary paid position.

Responsibilities include:

- Assist Director of Programs (DP) to plan and execute all aspects of Hour 2 Empower program events including:
  - Virtual Programs - facilitation of virtual programs, tech & chat support
  - In-Person Programs - planning, setup, facilitation, clean up, & follow up
  - Program Admin - data tracking and updating department documents
  - Program Solicitation - outreach for programming solicitation & booking
  - Program Strategy - review program feedback, evaluate current programs, research content, & use this info to plan out updates for current programs as well as new programming opportunities
  - Communicate and build relationships with university hosts and prospects

- Manage and grow the Where Is The Line (WITL) Chapters including:
  - Establish relationships & maintain regular communication with chapter leaders and solicit feedback, testimonials, photos, etc from chapters
  - Engage chapter leaders to ensure compliance with F2F branding & messaging, chapter guidelines & expectations, and hosting F2F programs (Shadow Event)
  - Create chapter awareness/engagement campaigns throughout the year and oversee rollout, operation, & wrap up of these campaigns
  - Strategically incorporate WITL involvement in F2F campaigns, fundraisers, etc
  - Facilitate chapter surveys and regularly review/update chapter guidelines & expectations for better chapter functioning & member fulfillment
  - Identify and reach out to universities/student groups who are good candidates for starting WITL chapters and start new chapters

- Participate and manage social media and marketing responsibilities related to Hour 2 Empower programs to reach department communication goals

- Work closely with the Partnerships & Logistics Manager to prepare Kit inventory, shipping, and logistics for all scheduled H2E events

- Attend and assist at H2E programs and events as needed (some nights/weekends and travel may be required)

- Assist with other mission related tasks and maintain office day-to-day with entire staff & F2F team as needed
Position Requirements:

- Bachelor’s degree required with Victim services background preferred
- Presenting/public speaking/teaching and ability to talk in front of crowds
- Research skills and data collecting/recording
- Sales & Networking strength and ability
- Event planning and communication skills
- Ability to work independently with self initiative
- A positive, welcoming attitude and outstanding internal/external customer service skills, including handling issues with sensitivity. Ability to conduct oneself in a professional manner and to communicate effectively and appropriately with a variety of people from diverse backgrounds
- Demonstrated strong organizational and time management skills, ability to prioritize projects, efficient and accurate in completing tasks as required attending to details and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities
- Strong aptitude to work in a collaborative team setting on multiple projects and programs
- Valid state driver’s license
- Knowledge of Microsoft Office and Google Suite required

Starting Salary:
$30K

Interested applicants, please email a cover letter and resume to Chief Operating Officer, January Serda, at January@Fear2Freedom.org

About Fear 2 Freedom
Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location
We are located at 12284 Warwick Blvd., Suite 1G, Newport News, VA 23606. Our office is in the Huffman & Huffman Building, directly across the street from CNU's Ferguson Center for the Arts.

Visit us online at www.Fear2Freedom.org