

## **American Bar Association Commission on Domestic Violence Washington, DC**

### **Project Assistant**

The American Bar Association Commission on Domestic Violence seeks a bright, energetic, self-directed individual to provide administrative and substantive support to Commission grant-funded projects. Specific responsibilities include: coordinating logistics and travel for all grant-related meetings and conferences; administering contracts for goods and services for grant-funded work, including working with accounts payable regarding invoices, check requests, and reimbursements for attendees and faculty; maintaining records and files for grant-funded events and projects; assisting in the development and distribution of publicity and marketing materials for grant-funded programs; and managing registration for grant-funded activities. For more information about the ABA Commission on Domestic Violence, please visit our website at [www.abanet.org/domviol](http://www.abanet.org/domviol).

#### Qualifications:

- BA or BS and minimum one year of office work experience
- Ability to problem-solve, take initiative, exercise sound judgment, and work independently and as a team player.
- Excellent verbal and written communication skills
- Ability to complete assignments and responsibilities accurately and in a timely manner, often with strict and/or conflicting deadlines.
- Proficiency in computer applications including Microsoft Word, Excel, Outlook and other online applications, and an ability to use on line databases or a willingness to learn and proficiency in mail merging documents.
- Experience with conference planning, including working with vendors, tracking registration of attendees, and processing contracts for faculty
- Ability to interact professionally and effectively with co-workers, supervisors, conference presenters, ABA members, legal services staff, law students and other peers.
- Experience working with victims of domestic violence, sexual assault, dating violence or stalking preferred

Please send cover letter, resume with complete work history, and salary requirements to Robin Runge at [runger@staff.abanet.org](mailto:runger@staff.abanet.org). No phone calls please. Equal Opportunity Employer. M/F/D/V.