



Open Position Announcement: Project Assistant SAVES National Clearinghouse

Location: Remote | Travel Required

Are you a detail-oriented and highly organized professional who thrives in a fast-paced environment? Do you have a passion for supporting survivors of intimate-partner violence and promoting systemic change? BWJP is seeking a **Project Assistant** to join the **Safe Access for Victims Economic Security (SAVES) National Clearinghouse**, a national initiative aimed at improving safe access to child support and parenting time services for survivors of intimate partner violence.

Why Join Us?

BWJP is a national leader at the intersection of domestic violence and legal systems. As part of the **SAVES Project**, you'll play a critical role in coordinating national training and technical assistance efforts, supporting grantee sites across the country, and ensuring smooth project operations.

What You'll Do:

- **Project Coordination:** Support training and technical assistance efforts for 13 demonstration sites across the U.S.
- **Stakeholder Engagement:** Interact with grantees, multidisciplinary team members, and project partners to organize information and coordinate project priorities.
- **Meeting & Event Management:** Schedule and coordinate virtual and in-person meetings, webinars, and trainings, including travel arrangements and reimbursements.
- **Data Collection & Reporting:** Manage project data, track deliverables, and assist in preparing funder reports.
- **Resource Development:** Assist in creating project materials, reports, and shared online workspaces.
- **General Project Support:** Provide logistical and administrative support to ensure successful project execution.

What You Bring:

- Bachelor's degree or equivalent professional experience.
- Minimum of 3 years of program support experience.

- Proficiency in Microsoft 365 (Outlook, Teams, Excel, SharePoint). Experience with Learning Management Systems is a plus.
- Strong written and verbal communication skills, with the ability to engage diverse stakeholders.
- Excellent organizational and problem-solving skills, with the ability to manage multiple priorities.
- Ability to work both independently and collaboratively in a remote environment.
- Commitment to racial justice, gender equity, and survivor empowerment.

What BWJP offers:

Competitive salary: \$50,000–\$60,000 (DOE) for this **remote full-time, hourly** position.

Retirement Benefits: BWJP contributes 5% to your 401(k)—no vesting, no match required.

Outstanding Benefits Package:

- 100% Employer-Paid Individual Health Plan (BCBS HSA \$3750) with other options
- 100% Employer-Paid Dental, Vision, and \$50K in Group Life Insurance
- 100% Employer-Paid Short-Term/Long-Term Disability, and Accident Insurance
- Spouse/Dependent Coverage benefit coverage at 75%
- Voluntary benefits: Critical illness, hospital, life, identity theft, and pet insurance

Generous Paid Time Off:

- 3 weeks of vacation
- 12 sick days
- 10 paid holidays plus 2 floating holidays

Ready to Make an Impact?

If you're looking for a meaningful role where you can support national efforts to improve safety and economic security for survivors of intimate partner violence, this is your chance to be part of a mission-driven organization dedicated to justice and equity. If you're a detail-oriented, strategic thinker with a passion for social justice and executive leadership, we'd love to hear from you! Apply today at hr@bwjp.org with your resume and cover letter and help drive meaningful change with BWJP. Please label subject line "**SAVES Project Assistant.**" Posting will remain open until the position is filled but highly encourage submissions by February 28, 2025.

BWJP is an equal opportunity employer and is committed to developing inclusive, barrier free, selection processes and work environments. Please advise our HR department at hr@bwjp.org of any accommodation(s) measures required, which would enable you to be interviewed in a fair and equitable manner. Information received in relation to accommodation requests will be addressed confidentially.