



**Position:** Grant Assistant, OVC Preceptorship

**Department:** Grants

**Reports to:** Project Manager, OVC

**Supervises:** N/A

**Classification:** Full-time, Exempt

**Compensation:** The annual salary for this role is \$57,000 and includes a strong benefits package (health, dental, vision, retirement match, internet reimbursement, professional development budget, flexible working schedule and generous time off). IAFN is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, IAFN as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer and it will be the same regardless of the candidate.

**Location:** Remote (must be located with the in United States)

**Ideal start date:** December 4, 2023; however, this is negotiable

### **Deadline to Apply and Application Instructions**

**All applications are due by Tuesday, October 10 no later than 8 a.m. Eastern.** Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume and cover letter which will be captured through the submission of the questionnaire form linked below. The cover letter should be no more than 350 words and should address the following prompts: 1) Please explain how you approach competing priorities to ensure that you meet deadlines; and 2) Briefly describe what tools, systems and/or processes you use to organize yourself and your tasks. In addition, candidates must complete a questionnaire. Please review [the questionnaire](#) in advance of the submission deadline to ensure that you are prepared to respond to all of the prompts. Due to the high volume of applicants, candidates will only be contacted if they are selected to advance in the hiring process. If you have any questions about the application process, please contact [HR@forensicnurses.org](mailto:HR@forensicnurses.org).

### **Position Overview**

The Grant Assistant will work closely with and provide support to the Project Manager, as a part of the US Department of Justice Office for Victims of Crime (OVC) Expanding Access to SAFE

Services Technical Assistance project. The Grant Assistant will provide support for administrative and logistical tasks related to the implementation of all project deliverables, including scheduling, arranging travel, documenting/distributing meeting notes, managing communications among stakeholders, gathering and filing documents and supporting in other areas, as needed.

The ideal candidate is highly organized, proactive and detail-oriented. Task and time management are critical for this position, so we are seeking someone who is adept at juggling multiple priorities and keeping all of the balls in the air. If you thrive working behind the scenes to make sure that the trains run on time, this could be the role for you! To be successful in this position, strong verbal and written communications skills are a must. This position provides administrative, logistical and operational support for a diverse group of internal and external stakeholders. As such, the Grant Assistant should be able to tailor their communications depending on the audience to apply the right tone and tact with the highest level of professionalism.

## **About IAFN**

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 25 countries who provide specialized healthcare for patients impacted by violence and trauma. The Association establishes the standards of practice for forensic nursing; defines and advances the global research agenda to enhance forensic nursing's evidence-based response; develops, promotes, and disseminates information about forensic nursing science; and serves as a global network for forensic nurses to exchange ideas, serve as mentors, and enhance their practice. Additionally, the Association offers board certification for sexual assault nurse examiners who care for Adult/Adolescent (SANE-A®) and Pediatric/Adolescent (SANE-P®) patients. For more information, visit [www.forensicnurses.org](http://www.forensicnurses.org)

IAFN believes in paying its employees a wage that is competitive and equitable. We recognize that our reputation and brand as a global leader in forensic nursing is a direct result of our incredibly talented staff. As such, we seek to demonstrate how much we value our team through a compensation model that recognizes the level of responsibility, effort and expertise that each role demands. While IAFN recognizes the value of education and certifications and requires specific licensure and credentials for certain roles, we also highly value the unique expertise developed through lived and professional experience outside of formal educational settings. We seek to build a team that reflects the same diverse makeup of our membership and the patient populations who our members serve. We also acknowledge the long-term and ongoing impacts of the systemic, institutional oppression of women, people living with disabilities and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other historically marginalized communities. Therefore, wherever possible, IAFN does not require specific education or other similar credentials to be considered for a position. IAFN does not accept higher education, which has barriers to access for many communities, in lieu of relevant experience. Rather, IAFN prioritizes skills and experience to avoid replicating systems that reinforce inequities. Further, we are committed to supporting our employees' professional growth through mentorship and professional development opportunities. IAFN aims to provide clear pathways for advancement through transparent communication about the responsibilities and expectations associated with each employment grade, including the required competencies and professional experience to advance to that role.

IAFN fosters a culture inspired by the results-only work environment model, or ROWE. ROWE is a work culture that prioritizes outcomes over time spent on tasks. At IAFN, employees are generally given the freedom to work with a high level of flexibility in terms of schedule and location, as long as they fulfill their responsibilities, goals, and objectives.

## **Primary Responsibilities**

### **Grant Administration Support (60%)**

- Provide administrative support to the Project Manager
- Assist with data collection for quarterly, semi-annual and annual reports
- Collect and manage data related to the project
- Collect and maintain all partner/subrecipient contractual and financial requirements necessary under the award
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- Maintain accurate filing of all correspondence, minutes, recordings, etc.
- Assist with tracking grant deliverables and project updates in monday.com
- Conduct research in support of grant deliverables, as requested
- Understand and maintain compliance with the special conditions of the grant award

### **External Communications (30%)**

- Respond to or direct to appropriate staff members all phone and email inquiries in a timely manner
- Maintain and keep updated stakeholders and contact lists
- Schedule and attend meetings as requested
- Maintain detailed meeting notes/minutes and track required follow up
- Assist with preparation of meeting agenda's
- Assist with coordination of webpages development and updates
- Assist with coordination of marketing and communications needs of the department

### **Other Duties (10%)**

- Provide feedback to team on process improvement opportunities
- Attend necessary trainings, as required
- Work collaboratively with other IAFN staff, as necessary
- Meet regularly (or as requested) with supervisors and seek approvals, when necessary
- Serve on internal and/or external committees, advisory groups, roundtables, task forces, etc. to represent IAFN, as needed
- Other duties as assigned

**Please Note:** The above job description contains the primary responsibilities and duties of this position. However, in an ever-evolving organization such as IAFN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and travel that are reasonably allocated to them, but which are not part of their regular job description.

## **Required Travel**

This position requires minimal travel to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 5-10% travel on average, depending on a number of variables.

### **Required Experience and Core Competencies**

- Demonstrated professionalism and knowledge of workplace etiquette
- Familiarity with basic computer programs (i.e. - Microsoft Office Suite/Google for business, monday.com and other commonly used software)
- Ability and willingness to learn new technology and systems quickly
- Strong interpersonal communication skills
- Highly organized with the ability to respond to shifting priorities under deadlines; holds a high bar, even when things are hectic

Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate, so if you believe this is a role that you'll be excited to work in every day and you are passionate about providing exceptional support to forensic nurses please apply.

We strongly encourage survivors of violence, women, people living with a disability and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other underrepresented and/or institutionally oppressed communities to apply.

IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information