The mission of the Full Frame Initiative is to change systems so that people and communities experiencing poverty, violence and trauma have the tools, supports and resources they need to thrive.

The Full Frame Initiative (FFI) is a national nonprofit that works to achieve this mission through a novel approach that does not require new programs or significant new funding. It does require taking action on two factors FFI has discovered:

1) The small number of organizations that are effective with highly marginalized people and communities share a common DNA: they support people in the full frame of their lives.
2) Many more organizations are primed for this full frame practice, but they are stymied by systemic barriers.

In partnership with allies in government, nonprofits, academia and local communities, FFI documents and advances, and removes barriers to, the Full Frame Approach – principles and practices common among social service organizations highly effective in helping multiply-challenged people and communities thrive.

FFI is leading a social movement through networks of social service organizations and allies, to support and sustain Full Frame organizations. FFI creates intentional space for critical conversations and peer learning opportunities so that participating organizations can share expertise, demonstrated best practices, and lessons learned; grapple with the challenges and ‘gray’ areas of the work; and co-develop tools for assessment and outcome tracking. Together we identify and document the barriers to sustaining Full Frame work and engage in strategic advocacy to reduce these barriers. We create a shared agenda and ownership for improving social services across the country, and across issue areas.

The Position
The Project Coordinator is a new, full-time, non-exempt position charged with: providing key administrative and programmatic support to FFI’s various network initiatives including the emerging Greater Boston Network; supporting FFI’s work to document the impact of Full Frame practice; serving as a liaison between FFI and organizations seeking to orient, document and measure their work in a more Full Frame way; conducting literature reviews and synthesizing a variety of data and other information; and working with FFI staff to bridge practice, research and the life experience of those living at the intersection of poverty and violence. There will be significant opportunity to take on new responsibilities as the organization grows.

The Project Coordinator will work closely with, and report directly to, the Director of Network Growth and Strategy, who is located in Southern Maine. Periodic travel to Southern Maine is required.

The Project Coordinator preferably will be based in Greater Boston. FFI will consider candidates located in other parts of New England; however, practice experience in the
Boston area and knowledge of Boston-area programs and services is required. Regular travel throughout Greater Boston is expected, and occasional trips out of the region may be required. All FFI staff members who work remotely from a home office are also required to travel to FFI’s Greenfield, MA office on average once per month. All authorized work-related travel costs will be covered by FFI in compliance with FFI’s travel policy.

**Primary Responsibilities**

I. **Network Coordination**
   - Responsible for logistics for various convenings and trainings in and out of state, including identifying and reserving space, handling registration and travel arrangements for participants, and working with multiple schedules, locations, and timelines.
   - Provide on-site support during convenings: trouble-shoot audio visual and other logistics, take notes, and help to ensure a smooth and productive experience for all participants.
   - Participate in planning calls with FFI staff, Network members and allies.
   - Research and help develop various materials and presentations (such as Powerpoint presentations, group exercises) for convenings, peer-to-peer consultations and other activities, for diverse audiences.
   - Work with FFI leadership to refine and implement a system for identifying organizations for Network engagement, and to track network activities and project deliverables.
   - Work with FFI leadership to design a process for gathering and analyzing data from Full Frame organizations to understand their effectiveness and build the case for the Full Frame Approach.
   - Represent FFI to Network members and allies with a high degree of professionalism and enthusiasm, developing relationships with these and other FFI partners.

II. **Participate in staff meetings, retreats and other organizational activities.**

III. **Other responsibilities, as needed, to support a growing Network and organization.**

**Minimum Qualifications**

- Bachelor’s degree in human services, social work, women’s studies, sociology, culturally specific studies, or related field, and three years related work experience, such as in a nonprofit setting.
- Experience working on issues related to domestic and community violence, community development, human services, homelessness and poverty, youth development, mental health, and/or diverse populations.
- Experience and high comfort level with technology and web-based programs, including Google Apps, video conferencing, webinar software, and MS Office.
- Experience with meeting planning, project coordination, communicating with team members about deadlines and progress, and general administrative support.
- Ability to collect and synthesize information and data from various sources and formats, and make that information accessible to diverse audiences through reports, summaries, etc.
- Demonstrated ability to communicate authentically and compellingly both verbally and in writing, with diverse stakeholders including program participants, frontline staff, organizational executives, and policy makers.
• Ability to exercise good judgment and discretion in handling sensitive, proprietary or confidential information.
• Extremely organized, detail-oriented and self-directed; able to take initiative, and identify and complete work independently.
• Ability to travel regionally and out-of state, sometimes for multiple days at a time.

**Desired Qualifications**

• Networked with experts in domestic and community violence, trauma, mental health, homelessness, poverty, community development, public health, evaluation, youth development, child welfare, and/or juvenile justice, particularly in the Greater Boston area.
• Experience with or significant interest in networks, membership-based organizations, coalitions or other multi-stakeholder endeavors.
• Experience and high comfort level working with a diverse, geographically scattered staff.
• Experience in a start-up or rapid growth environment.

**The people who do best at FFI**

• Take initiative and ownership of work.
• Have strong interpersonal skills and thrive in a diverse workplace.
• Think and work on issues collectively by bringing independent position and expertise to bear.
• Take the work, but not self, seriously.
• Are deeply accountable to each other, to staff, to the organization and the communities we seek to impact.
• Are eager to be part of building something and can tolerate “building the road as we walk it”.
• Work really hard and quickly.
• Have expertise and don’t need to be the expert about everything all the time.
• Are so excited about FFI that they talk about it and share it with friends, colleagues and others.
• Laugh a lot.
• Show up.

**To Apply**

Please send your resume and a letter telling us a little bit about yourself and why you’re interested in this position to talent@fullframeinitiative.org, with the subject line “Project Coordinator”. We also ask that you include your full name in the name of your attached files.

**Deadline is November 1, 2013.**

The Full Frame Initiative is committed to diversity and is an equal opportunity employer.