



## Program Associate, Activate Employers

### Who We Are

The National Fund for Workforce Solutions invests in a dynamic national network of about 30 communities taking a demand-driven, evidence-based approach to workforce development. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at [www.NationalFund.org](http://www.NationalFund.org).

**Reports To:** Program Director or Manager, Activating Employers

### What You'll Do

Want to help make the business world more just and create more good jobs? This may be the job for you. The National Fund's Activate Employers to Make Jobs Better solution is focused on improving the quality of jobs available to low-income workers in every business sector. We accomplish this by engaging business leaders, both locally and nationally, and by building a compelling business case for better jobs. We apply a racial equity and inclusion lens to all we do and prioritize the needs of historically disadvantaged communities to maximize our social impact.

This is an entry-level associate role on the solution team. Associates are responsible for providing administrative and other support to team members throughout the planning and implementation of various bodies of work. Their duties include communicating between external stakeholders and staff, creating and updating program plans and assisting in the planning, scheduling and managing of program/department activities and meetings. Associates are also expected to bring good creativity and critical thinking skills to a team that is working to innovate new solutions to some of our society's biggest challenges.

### Essential Responsibilities and Functions

- **Program support:** supports managers, directors and other staff to plan, initiate, execute, monitor and close projects or bodies of work. This will include Helping to plan, manage, and administer the *Job Quality Community of Practice*. This is a peer learning community of local changemakers from across the country who are interested in "activating" businesses to become better places to work. The Associate would oversee daily tasks to keep this community active and engaged. For now, all sessions are virtual. You would also have a role in planning out content (including content creation at times) and managing webinar technology.
- **Collaboration:** work productively with diverse individuals and teams to meet objectives, demonstrating understanding of when to ask for and/or accept input and when and how to give input.

- **Customer support:** readily respond to meet the needs of others and build lasting, productive relationships, both inside and outside of the organization by providing administrative and communications support on grant projects in the Activate employer solution.
- **Fiscal support:** track expenses against a budget, manage invoices from consultants and grant payments and follows process and procedures for contract execution and distribution of funds (grant payments, invoicing, etc.).
- **Communication:** relay and receive information (verbally, non-verbally, and in writing) in a clear, open, and comprehensive way both one-on-one, in small groups, and in larger groups as necessary. This associate may also produce written and visual communications (blogs, reports, presentations etc.) on behalf of the solution team as needed. This will include providing administrative and communications support for CareerSTAT.
- **Develop content** on the issue of job quality and racial equity/inclusion, especially regarding the business case for investing in low-income workers and manage a database of employers, business advisors, and intermediaries engaged through the Activate Employers to Make Jobs Better solution.

## Who You Are and Keys to Success

*Successful candidates for this position will need to demonstrate competency across these areas. The first of these — a commitment to learning and being able to learn on the job — is the most fundamental.*

- **Continuous learning:** displays an ongoing commitment to learning and self-improvement; desiring and making an effort to acquire new knowledge or skills for work.
- **Organizational skills:** ability to use time, energy and resources in an effective way and define tasks and milestones to achieve objectives.
- **Closure:** proactively follows up and ensures tasks are completed from high level to procedural items (such as approvals, signatures, payments, etc.) and use of tools (Asana, Every Action, etc.).
- **Adaptability:** takes on new and additional tasks with comfort and ease, and responds to unexpected requirements inherent in such circumstances.
- **Detail orientation:** gives tasks undivided attention and catches mistakes, errors, or changes before submitting or presenting to others.
- **Time management:** prioritizes tasks and plans time to allow for unexpected tasks to be completed.
- **Awareness:** understands that racial equity and social justice are important and acts on this belief, recognizes ways that race, and other identities intersect and play out in the work (especially with communities we serve) and understands the historical context for racial inequity and its present-day implications.

## Required Education and Experience

- Industry credential, associate degree, bachelor's degree, or equivalent experience
- 1-4 years of experience in a related field
- Proficiency with Microsoft software (Excel, Word, Outlook, PowerPoint, etc.), program management tools (i.e., ASANA) and willingness to use a Macintosh platform
- Demonstrated commitment to racial, social, and economic justice
- Interest in engaging the business community to become a greater force for social good

- Experience working a front-line job in a service, manufacturing, or agriculture business is a plus
- Experience with business topics or business education is a plus

## What You Should Know

### Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings.
- Job will include being in an office environment as well as remote and will require travel around the country (approximately 2-4 times per year).
- Position is based in Washington, DC (due to COVID-19, all staff are currently remote).

### Compensation and Benefits

- Salary range: \$45,000-\$65,000, depending on relevant experience.
- Excellent benefits package including healthcare, vision, and dental covered at 90% for employees and dependents; vision and dental covered at 80% for employees and dependents, 401k (with 3% non-elective employer contribution), paid time off including holidays, vacation and sick days, commuter benefits, and more!

### Application Process

Interested applicants should submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

*The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.*