



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

**All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Program Associate, Education & Health” to complete our online application process.**

## **Job Description**

**Title:** Program Associate, Education & Health

**Department:** Program

**Reports To:** Senior Director, Education to Career

**FLSA Classification:** Exempt **FTE:** 1

**Supervises:** None

### **Position Summary:**

The Program Associate works to advance the integrated education and health strategies, in partnership with and under the direction of the Senior Director of Education to Career. This position requires an individual who has a strong attention to detail, and who approaches the work with an interest in learning more about the ecosystem serving children and families in Greater Boston. The Program Associate supports due diligence and grant review processes, schedules meetings and convenings, analyzes publicly available data, supports events logistics and handles other administrative responsibilities.

### **Essential Functions:**

- Provides scheduling support for the Senior Director, maintains and manages calendars and appointments and prepares briefing documents for meetings as needed;
- Supports education and health staff in the implementation and evaluation of strategies to ensure success and community impact;
- Develops/Maintains familiarity with and stays up to date with grantees and their work in education and health;
- Supports the tracking and reporting on foundation grantmaking activities, including monitoring strategy budgets, special initiatives and funder collaborations;
- Conducts basic analysis and research for strategy, including drafting PowerPoints, creating

Excel spreadsheets and writing memos for quarterly board meetings and other regular convenings;

- Prepares various written materials on a timely basis, including due diligence of grant proposals, draft correspondence, meeting notes, and strategy updates, reports and other related materials;
- Coordinates, in conjunction with other colleagues, all aspects of meetings, convenings, and other events (including coordinating attendee schedules, invitations, meeting preparation, note taking, set-up and clean-up);
- Undertakes special projects in collaboration with other departments as required, such as conference/meeting support and coordination; and
- Participates in various other Program Department activities as needed.

***Other Duties and Responsibilities:***

- Individuals assigned to this position may perform other duties as assigned.

**Qualifications**

***Preparation, Knowledge, Previous Experience:***

- Bachelors Degree or equivalent experience required; and
- 3-5 years professional work experience, in the Education field is preferred.

***Skills, Abilities, Competencies:***

- Knowledge of Boston's neighborhoods, and ecosystem serving children and families is preferred;
- Ability to manage multiple, simultaneous projects; organize and coordinate projects with multiple components;
- Attention to detail;
- Ability to ask questions as part of the learning process, and the confidence to do so;
- Coordinate teamwork and work as part of a team;
- Excellent written and verbal communication skills;
- Demonstrated skills in planning, organizing and implementing complex activities;
- Computer skills utilizing Microsoft Office products, skill with Excel and Power Point required;
- Understanding of and commitment to the Foundation's mission;
- A creative thinker with strong problem-solving skills;
- Ability to work under the pressure of tight deadlines;
- A participative work style and the ability to receive feedback;
- Resourceful and able to work independently; and
- Mature interpersonal style, ability to interact well with a diverse range of people.

**Working Conditions & Physical Demands:**

- Ability to work at workstation for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to work remotely and on-site as required.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job.*

*It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.*