

ARCUS FOUNDATION POSITION DESCRIPTION

Position: Social Justice Program Assistant
Level: Non-Exempt
Location: New York, NY
Last Updated: December 2018
Duration: Full-time position starting as soon as possible

ORGANIZATION

Founded in 2000 by Jon Stryker, the Arcus Foundation is dedicated to the idea that people can live in harmony with one another and the natural world. Arcus' work is based on the belief that respect for diversity among peoples and in nature is essential to a positive future for our planet and all of its inhabitants. The Foundation works globally and has offices in New York City and Cambridge, U.K. To learn more, visit: www.arcusfoundation.org.

POSITION SUMMARY

The Social Justice Program Assistant is a vital member of a highly collaborative team that advances multiple aspects of the Arcus Foundation's Social Justice Programs. This position provides programmatic and administrative support across the department.

Under the supervision of and with support from the Social Justice Program Manager, the Program Assistant provides support and assistance on: specific delegated projects; nurturing external relationships with grantees and other Foundation partners; and general administrative and programmatic efforts across the Social Justice Program. The Assistant also contributes to a thriving collaborative team spirit across the Foundation.

KEY RESPONSIBILITIES

The Arcus Foundation has three core methods of working that we deploy in an interconnected way to advance our strategy: Strategic Grantmaking; Leading; and Listening and Learning. The following responsibilities form the core of the Social Justice Program Assistant's contributions to advancing each of these; other duties will likely be assigned.

Strategic Grantmaking

Under the direction of and in partnership with Program Officers—

- Conducts basic research and works with staff on larger research tasks that inform and advance Arcus' grantmaking.
- Supports direct grantmaking activity, including: assisting on grant application processes; communicating directly with applicants regarding grantee eligibility and funding criteria; supporting the solicitation and review of proposals and the awarding of funds.
- Provides general administrative support around grantmaking. This will likely include ensuring grant inquiries are received and shared with relevant staff in a timely manner; corresponding with a wide range of requests; verifying grantee compliance with Arcus requirements; managing data entry and coding in the grants database system.

Leading/Listening and Learning:

Under the direction of and in partnership with other program staff—

- Provides administrative and logistical support for grantee or funder visits and related in-house events.
- Assists in the planning and execution of external Arcus convenings involving grantees, funders, and others, ensuring that these events conform to Foundation policies and values.
- Actively builds her/his/their knowledge of the field through independent, proactive research and by participating in supervisor-approved meetings, conferences, and convenings.

General Administrative:

Under the direction of and in partnership with the Social Justice Program Manager—

- Contributes to administering the contracting processes and developing scopes of work for consultants and other services related to SJ programs, tracks invoices and submits requests for payments.
- Maintains systems and tools for program and administrative processes.
- Supports the drafting of internal and external documents, including reports, budgets, meeting summaries, correspondence, and other briefing materials.
- Undertakes administrative tasks, including in-house meeting arrangements, staff travel scheduling and logistics, and completion of monthly staff expense reports.

QUALIFICATIONS:

- High School Diploma or equivalent required. BA/BS degree preferred.
- Minimum of 1-2 years of relevant office experience or equivalent work experience.
- Experience working in and/or familiarity with and commitment to social justice movements required.
- Demonstrated ability to exercise strong judgement and initiative; to prioritize and accurately complete multiple tasks; and work under deadlines and changing priorities required.
- Able to maintain confidentiality of information and discretion required.
- Excellent IT, social networking, and computer skills—including high level of skill and proficiency in database maintenance, Excel, Word, PowerPoint, and cloud-based software applications—strongly preferred. Knowledge of grant management software helpful.
- Experience in meeting/event planning as well as some basic accounting and grants management experience helpful.
- Experience in global and multi-location work environment helpful.
- Familiarity with and commitment to the LGBT community and LGBT nonprofit organizations helpful.
- Experience teaming with individuals from various cultures and in a public-interest organization helpful.
- Superb and proactive communications skills, both written and verbal.
- Excellent organizational, time management, and interpersonal skills; demonstrated ability to relate well with people within and outside an organization, including the ability to build appropriate rapport.
- Attention to detail and a high level of professional performance.

To Apply

Please visit <https://www.arcusfoundation.org/employment/> to submit a resume and tailored cover letter including salary requirements. Applications will be considered on a rolling basis until the position is filled.

The Arcus Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants. The foundation is firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The Arcus Foundation strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record, and any other characteristic protected by law.