
Program Assistant

Location: New York (initially working remotely)

This is a full time, non-exempt position

Who We Are

Co-Impact is a global philanthropic collaborative that supports locally rooted coalitions in the Global South to transform underlying systems and achieve impact at scale, with a core focus on advancing gender equality and women's leadership. We bring together funders from around the world to invest in initiatives that are working to improve education, health, and economic opportunity for millions of women, men, and children, addressing underlying conditions that perpetuate social inequities so that systems better serve everyone. Building on our experience to date, as well as that of civil society, government, market actors, and philanthropic partners, we are now developing a second fund focused on advancing gender-equitable systems change at scale and women's leadership globally. For more information, please visit www.co-impact.org and take a look at our [Handbook](#).

Co-Impact currently operates as a fiscally sponsored project of New Venture Fund (NVF). Over the next year, Co-Impact will be expanding to build a second fund focused on gender equality and women's leadership and changing our operating structure so that we spin out from NVF and build an independent institution.

Where You Fit

Reporting to a Director of Programs, you will serve as a program team member providing administrative and program-related support to two to three senior program members. As Program Assistant you will support program directors on sourcing for potential program partners (grantees); support the design grant phase and ongoing support of current program partner accounts. The role demands a high level of organization and attention to detail, ability to multitask, and strong project management skills.

You bring a fierce commitment to gender equality, inclusion, and justice. You demonstrate strategic acumen, an abiding curiosity and desire to learn, excellent interpersonal skills, strong analytical ability, excellent communication skills, and a high level of personal initiative and the ability to work well in a distributed, diverse, deep-thinking, and fast-paced environment. You are motivated by looking for root causes, seeking justice and solving social problems at the systems level and at scale. You bring significant experience managing administrative duties while juggling multiple tasks, with particular prior experience working in a support role in philanthropy, international development, or other related fields.

The Role

Core responsibilities include but are not limited to the following:

- Assist two or three program directors with administrative support such as calendar management, complex scheduling, coordination, and logistics for important meetings/workshops/events, gathering and organizing briefing materials in advance of key meetings, helping as requested with expense reporting and travel arrangements, etc.
- Provide two or three program directors with programmatic support such as targeted research, project management, helping draft emails/documents/presentations or particular pieces of these, and other such tasks, in support of key program team activities including sourcing, design grant phase, & our continued support for program partners receiving long-term grants

- Work with other Program Assistant(s) to maintain the overall program team calendar, including complex program team-wide scheduling; as well as project management such as ensuring visible key points in the year; managing reminders for document review and key meetings; managing logistics for various program-related projects and special events, managing key milestones, and reporting requirements for ongoing grants, etc.
- Participate in ongoing reflection and improvements to Co-Impact's program approach and execution including our support model towards achieving shared goals.
- This role will likely include minimal travel.

Qualifications and Experience

- Bachelor's degree and at least two years of relevant experience
- Excellent computer skills, proficient in Microsoft Office and other software tools (project management software, data base software, contact management systems, contract and grants management software) for managing a range of business process.
- Excellent listening and communication skills with sensitivity to cultural communication differences.
- High level of self-motivation and at ease working autonomously when necessary.
- Exhibits a natural instinct for proactively identifying opportunities to streamline, improve and innovate effective business processes and systems.
- Attentive to detail and ability to reliably stay on top of a range of tasks and projects.
- Professional and diplomatic manner and disposition in interacting with donors, external partners and senior management, co-workers and the general public; shows discretion in handling confidential material.
- Fluency in English required; fluency in a second or more languages strongly desired.
- Must be authorized to work in the US

Required Skills

- **Organization:** Exceptional, proven ability to effectively organize, prioritize, and execute with high quality on a wide breadth of tasks, from multiple supervisors, of varying timelines and priority.
- **Decision Making:** Ability to listen well, integrating gender analysis, see perspectives from different sides, making good judgements based on values and principles balancing data, experience, and risk.
- **Process Management and Results Orientation:** Strong project management skills, deadline management, sense of responsibility and accountability, the ability to manage multiple responsibilities, adjust and adapt along the way.
- **Working with People:** Experience contributing to and managing collaborative teams to work productively, effectively, and inclusively towards shared goals.
- **Results Orientation:** Strong project management skills, deadline management, sense of responsibility and accountability, the ability to manage multiple responsibilities.
- **Interpersonal Savvy:** Great at making and fostering relationships inside and outside the organization, keen intercultural appreciation, inclusive style, comfortable around senior leaders, can represent Co-Impact well.
- **Dealing with Ambiguity:** Ability to shift gears comfortably; decide and act without having the total picture; can comfortably evaluate and handle risk and uncertainty.
- **Learning Orientation:** Intellectually curious; seek and work with evidence, demonstrated openness to new ideas and a diversity of perspectives; unafraid to admit and learn from failure.
- **Strong Moral Compass:** Impeccable personal ethics and integrity, kind and caring.

- **Proficiency with core business tools:** Strong proficiency in Microsoft Word, Outlook, Powerpoint, and Excel.
- **Communications:** Exceptional ability to write and communicate ideas concisely and with clarity. Excellent oral communication skills, including the ability to work effectively in a multicultural environment.
- **Global Flexibility:** Given global nature of organization working across time zones, a willingness to be flexible with working hours, work remotely and periodically undertake international travel (once COVID permits).
- **Perspective:** Sense of humor and ability not to take oneself too seriously

Benefits

This position is full time. Annual salary will be \$50,000 plus a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off. In the U.S., the position is non-exempt for overtime purposes.

Application Details

We encourage you to apply early. We will begin reviewing applications on **March 22, 2021** and close the position once we have established a robust shortlist. Please apply online [here](#) by submitting a one- or two-page resume/CV, two writing samples, and a cover letter explaining why you would like to join Co-Impact. In your letter, please indicate if you are authorized to work in the US.

Because we are a small team, we regret that we can only respond to applicants selected for an interview.

New Venture Fund Careers

Co-Impact is a project of the New Venture Fund, a U.S. 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

Co-Impact team members hired in the U.S. are employed directly by NVF. Team members hired elsewhere are employed through a Professional Employment Organization (PEO) engaged by NVF. Hiring arrangements are subject to change, as Co-Impact spins out to become a separate entity in 2021. Co-Impact will work with relevant experts and the team member to ensure the transition has minimal impact on the initially agreed employment terms.