



## PROGRAM ASSOCIATE

Reports to: Program Officer  
Full-Time/Part-time: Full-Time  
Location: Remote

### The Organization

Global Action to End Smoking, Inc. (“Global Action” or “GA”) is an independent, U.S. nonprofit 501(c)(3) grant making and research organization whose mission is to end combustible tobacco use, which remains the leading preventable cause of death globally. To achieve this goal, we strive to identify and address the unique needs of people who smoke as they relate to tobacco cessation and harm reduction.

We are committed to the urgent need to help the one billion people in the world who smoke cigarettes and use other forms of tobacco. Toward this end, we also support the use of alternative products/methods that may reduce their current health risks and perhaps help them stop smoking entirely in the future.

Through September 2023, Global Action, formerly known as Foundation for a Smoke-Free World, received charitable gifts from PMI Global Services Inc. Global Action does not seek or accept funding from companies that produce tobacco or non-medicinal nicotine products. To find out more about Global Action, visit our [website](#).

### The Position

The Program Associate (PA) of Global Action will be a key member of the small Program team, supporting all aspects of GA’s grantmaking strategy and oversight of GA’s global grants portfolio. The PA will be involved in GA’s grants process, including the application and reporting cycles. Other key responsibilities will include drafting grant summaries, supporting external relationships, and coordinating meetings and events. The Program Associate will require strong organizational, analytical, and communication skills; the ability to manage multiple priorities; and effectiveness working both independently and collaboratively in a small team.

### Key Responsibilities

- Process and review grant applications and quarterly reporting materials and prepare well-written summaries that include salient information.
- Access information from the online grants management system and convert it into useful reports.
- Maintain accurate grant files, deliverable tracking documentation; ensure knowledge relating to grant activity is accurately captured and shared on a timely basis.
- Manage dashboard and reports to track progress towards strategy goals.
- Serve as a point of contact for grantees and develop and maintain positive relationships.
- Collaborate with the Senior Director, Communications to create and routinely update digital content regarding GA’s grantees, including for the website and the Annual Report.
- Assist with planning and logistics, including preparing and coordinating documents and presentations for board and committee meetings.
- Other tasks and responsibilities as may be assigned.



### **Education and Experience**

- Bachelor's degree required, Master's degree in a health or scientific discipline preferred (such as public health, behavioral science, health communications, chemistry, or biology).
- Minimum of three years of relevant experience, such as in public health, program management, research administration, or human subjects research required; tobacco control experience a strong plus.
- Strong writing skills and experience.
- Strong communication and analytical skills, including the ability to collect, review, synthesize, and present information and findings in a clear and concise manner.
- Experience in grantmaking, including but not limited to, evaluation of grant requests and the progress of technical performance to assess impact preferred.
- Experience working with institutions in low- and middle-income countries preferred.
- Strong proficiency with the use of software platforms and a high degree of comfort with multiple technology applications, including Excel, Word, PowerPoint, and databases.

### **Characteristics and Attributes**

- A passion for Global Action's mission.
- Detail-oriented and accurate with solid quantitative and analytical skills.
- Strong organizational skills, with the ability to establish plans, juggle conflicting priorities, and meet deadlines.
- Excellent interpersonal skills, collaborative style, and a strong sense of teamwork.
- Strong emotional and situational intelligence.
- Technological proficiency to manage grants and payments software, create presentations, and support effective communications.
- Humility, flexibility, creativity, curiosity, and a high level of integrity.

### **Additional Information**

This position is fully remote, although occasional trips to New York City (approximately 4 trips per year) will be required for meeting with the team and other meetings.

#### Salary Details: \$85,000 to \$92,000

Global Action offers competitive and equitable compensation commensurate with experience. The targeted starting base salary for this position is expected to be within the range listed under Salary Details. The actual salary will be determined based on skills, experience, and other-job related factors, consistent with applicable law.

#### Benefits: Comprehensive benefits currently offered to employees (subject to change) include:

- Competitive salary and the potential to earn a year-end discretionary bonus
- Comprehensive health care (medical, dental, vision), and voluntary benefits, including a base health insurance plan that is 100% employer paid for employees and their families, which start on your first day of employment
- Remote work schedule
- 401(k) plan, which includes an employer contribution match, which vests immediately.
- Unlimited Paid Time Off Policy
- Generous holiday time off
- Summer Fridays
- End of year office closure
- Paid leave options, including parental

**How To Apply**

Interested applicants should send an email to [HRManager@actiontoendsmoking.org](mailto:HRManager@actiontoendsmoking.org) with “Program Associate” in the subject line. Please include resume and cover letter. Only those selected for an interview will be contacted. If a reasonable accommodation is needed to participate in the job application process, please contact [HRManager@actiontoendsmoking.org](mailto:HRManager@actiontoendsmoking.org).

**Application Information**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

All persons hired must be authorized to work in the U.S. without the need for employment-based visa sponsorship now or in the future. GA will not sponsor applicants for U.S. work visa status for this opportunity (no sponsorship is available for H-1B, L-1, TN, O-1, E-3, H-1B1, F-1, J-1, OPT, CPT or any other employment-based visa).

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

GA provides equal employment and promotional opportunities to all employees and applicants for employment based upon individual capabilities and qualifications without regard to race, color, religion, sex, gender identity, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.