

Program Associate

The National Alliance to End Homelessness (the Alliance) is a nonprofit, non-partisan organization committed to ending homelessness in the United States. The Alliance advances knowledge and educates opinion leaders about solutions to homelessness; works collaboratively with public, private, and nonprofit partners to develop and advance policy solutions to homelessness; and builds the capacity of communities across the country to achieve their goal of preventing and ending homelessness.

Job Description

The Program Associate will assist Alliance staff in the planning and implementation of the organization's program activities, with a primary focus on the Alliance's national conferences, trainings, and special projects. The Associate will be involved in additional program activities as determined by organizational need and his/her interest, such as assisting in the coordination and logistics of capacity building projects, supporting advocacy efforts, and participating in the creation of communication materials.

Key Responsibilities:

- Coordinate all aspects of the conference scholarship process: compiling applications for review; drafting, producing and dispersing acceptance and denial letters; coordinating travel and hotel accommodations for scholarship recipients.
- Recruit, schedule and coordinate conference volunteers: responding to prospective volunteers via phone and email; tracking all prospective volunteers; reaching out to prospective volunteers with volunteer shift availability; providing all confirmed volunteers with pertinent volunteer information and producing and organizing volunteer materials.
- Assist in the speaker recruitment process by working closely with Alliance staff and all speakers around speaker confirmation; distributing speaker confirmation emails, following up with speakers for pertinent information, etc.
- Manage conference content on website and mobile app.
- Assist administrative staff in processing conference registrations.
- Provide logistical support to special projects, including grant reporting, coordinating event logistics, and communication with stakeholders.
- Write, design, and edit publications, including slide presentations, toolkits, reports, blog posts, white papers, online trainings, and spreadsheets.
- Assist Alliance staff in other activities as needed.

Qualifications:

- Enthusiasm about contributing to the effort to end homelessness in the United States.
- Excellent organizational skills, with an ability to manage multiple projects simultaneously and be attentive to details.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Familiarity with CiviCRM database management is a plus.
- Bachelor's degree.

Supervised by: Meeting and Event Planner

Location: Washington, DC

Classification: Full-time, Non-Exempt

To apply, please send your résumé, cover letter and two writing samples to jobs@naeh.org