



## **JOB OPENING: Program Associate**

### **Organization Overview**

The Peace and Security Funders Group (PSFG) convenes and supports a community of funders to build a more peaceful, just, and equitable world. We do this by catalyzing learning, fostering connections, and taking action to transform ourselves, our institutions, and our sector. PSFG's 57 members focus on a wide range of peace and security issues, including nuclear security, peacebuilding, militarism, and beyond. Our members are located in the United States, Africa, Europe, and the United Kingdom, and include public, private, and operating foundations, as well as individual philanthropists. We believe - and have seen - that convening funders with a shared purpose but differing perspectives makes for a richer conversation and more expansive learning. To that end, we seek to curate opportunities for our members to connect and provide fodder for deeper learning, thinking, and change, no matter their issue focus.

### **Position Description**

PSFG seeks a full-time Program Associate to support our small team across all programs and activities. The ideal candidate must be able to function independently with minimal supervision, handle multiple projects simultaneously, and have the ability to serve as a reliable and flexible member of a small team. The ideal candidate will also have a strong commitment to diversity, equity, and inclusion (DEI), and will be expected to engage in continued learning and growth around DEI.

PSFG is committed to fostering a workplace that reflects the diversity of our membership. We welcome applications from people of all cultures, backgrounds, and experiences, and we highly encourage applications from people of color, persons with disabilities, bilingual and bicultural individuals, and members of the LGBTQ+ community. PSFG strives to foster an inclusive work environment and are committed to full inclusion of all qualified individuals. If you require reasonable accommodation in completing this application, interviewing, or otherwise

participating in the employee selection process, please direct your inquiries to Alex Toma at [atoma@peaceandsecurity.org](mailto:atoma@peaceandsecurity.org).

In executing their responsibilities, the Program Associate will have the opportunity to gain substantive experience in the dynamic field of peace and security philanthropy. They will benefit from close collaboration with a diverse group of funders, philanthropic networks, advocacy organizations, and policymakers. Through our work, PSFG staff gain a deeper understanding of the strategies employed within peace and security philanthropy, the critical stakeholders in this field (both within the U.S. and elsewhere), relationships between donors and non-governmental organizations, and pressing issues faced by peace and security practitioners.

### **Application Process**

There are three rounds to the application process and all applicants will hear back from us, whether or not they're advanced to the next round. We will stop accepting applications on **March 15** or when we receive 200 applications, whichever is first.

- **Round One.** All candidates are invited to submit answers to the following three questions in [this online survey](#):
  1. What skills and experiences do you have that directly relate to the job duties?
  2. Why are you interested in this position?
  3. What do diversity, equity, and inclusion mean to you, and why are they important?
  
- **Round Two.** Those candidates that align most closely with PSFG's mission, values, and the Program Associate job duties will have a 30-minute phone interview with PSFG's Executive Director.
  
- **Round Three.** Candidates who advance to the final stage will have the opportunity to meet with the entire PSFG staff and a Steering Committee member for a 90-minute Zoom interview. Ahead of the interview, we'll ask candidates to share their resume and references, and complete a short exercise to demonstrate relevant skills for the position. Candidates will be compensated for their time during this round.

### **Roles & Responsibilities**

- Coordinate logistics for all PSFG meetings (both virtual and in-person), including by collecting and organizing documents and RSVPs; taking notes and producing minutes;

conducting follow-up with participants; and scoping out and coordinating with venues and vendors.

- Support the Senior Program Director with the Annual Meeting, Retreat, and Summer Camp, including by managing the registration process, invitations, and website; planning sessions; and coordinating logistics with speakers, vendors, and venue.
- Support the Managing Director by drafting grant proposals, reports, and membership support renewals.
- Dedicate time to advance your understanding of diversity, equity, and inclusion.
- Update and maintain the PSFG website.
- Curate and produce PSFG's quarterly newsletter.
- Manage PSFG's Twitter handle.
- Respond to requests for information from and interact with a variety of peace and security stakeholders.
- Update the PSFG Member Directory and Member Handbook.
- Represent PSFG at conferences and regular meetings, including as our "Focal Point" for Gender Champions in Nuclear Policy and our representative for Orgs in Solidarity.
- Assist with other administrative tasks, including data entry and proofreading of PSFG materials.

### **Qualifications**

- **EQUITY-ORIENTED.** People with a strong commitment to diversity, equity, and inclusion; and a strong commitment to continued learning and growth in this area.
- **PRO-ACTIVE COMMUNICATORS.** People that will reach out when they need something. They have a demonstrated ability to establish positive relationships with all types of stakeholders and personalities in order to work collaboratively with colleagues.
- **RELIABLE AND RESPONSIVE.** People who you know you can reach when needed. They also are happy to jump in to help their colleagues on this small team.
- **DISCIPLINED.** People who know how to prioritize their tasks and get things done. They have an exceptional ability to time manage and juggle multiple projects, priorities, and deadlines, and to adapt to changing context. They take initiative and work effectively and efficiently with little supervision.
- **DETAIL-ORIENTED.** People who have very strong attention to detail and organizational skills. They find all the formatting errors.
- **WRITERS.** People with excellent research, editing, and writing skills.
- **TECH-COMFY.** People who are comfortable with online apps, video conferencing, and instant messaging.
- **SELF-LEARNERS.** People who like to learn new things, and will come to the table with new ideas and a proactive, creative, problem-solving attitude.

**Education & Experience**

- Minimum of two years of related work experience, including internships, work study, or other volunteer experience.
- Comfort with video conferencing, online applications, and instant messaging (e.g., Google Suite, Slack, Zoom).
- Experience with peace and security issues, through work, volunteer experience, or education, is preferred and a curiosity about peace and security issues is required.
- U.S. work authorization.

**Compensation**

Salary is \$48,000-\$53,000, depending on the years and type of experience a candidate brings. PSFG also offers a generous benefits package, including full health, dental, and vision; a 5% employer contribution to your 401(k) retirement plan; parental and extended family leave; generous paid vacation, personal and sick days, and holidays; professional development funds; partial cell phone reimbursement; an employee assistance program; and more.

**Location & Work Environment**

This position is remote, but the candidate must be based within the New York City to Washington, DC corridor (i.e., NY, NJ, PA, DE, MD, VA, DC). This position does not provide a relocation allowance. The Program Associate must have an ability and willingness to travel on occasion, including for quarterly in-person staff meetings for 2-3 days on the East Coast (once it is safe to do so). The Program Associate will be stationary (at a desk) for extended periods of time to complete their work.