



## **EQUITY FORWARD JOB DESCRIPTION**

**Position:** Program Associate/Manager  
**Location:** Remote - United States  
**Status:** Exempt, Full-time  
**Reports to:** Director

### **Position Summary**

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Equity Forward seeks a program associate or program manager (title dependent on experience levels) to support the day-to-day operations and programmatic work of a small but impactful opposition and investigative research organization committed to advancing human rights, gender equity and reproductive rights.

The ideal candidate will have a background in budget, contract, and billing work and some experience supporting programmatic and/or project management work of a research and/or advocacy organization.

The position requires strong organizational skills, as well as experience with budget management and administrative work. A commitment to protecting reproductive rights is required; background working in the sexual and reproductive health, rights, and justice movement and/or intersecting human rights spaces is a bonus.

This position is remote and can be performed from any location in the United States but requires adherence to East Coast work hours. The salary range for this position is \$65,000 (associate level) to \$70,000 (manager level) with a comprehensive health benefits package. This is a one-year grant funded position with a possibility for renewal thereafter.

### **Essential Responsibilities and Tasks**

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- Fiscal Oversight – Managing the day-to-day fiscal oversight of the organization, including overseeing budgets, contract, and billing with the support of the project fiscal sponsor and sign-off of the Director;
- General Operations – Managing the remote organization’s day-to-day operations, including:
  - Serving as point of contact with the project fiscal sponsor;
  - Managing the organization’s subscriptions, website domains, invoices, mail, and office supplies;
  - Scheduling coalition meetings;

- Programmatic Support – Providing general programmatic support to support the organization’s research, communications, and advocacy work, including:
  - Supporting Director and research team in attending and taking notes at partner meetings and events;
  - Assisting with project management to ensure organization’s various teams are aligned and on track for campaign and report launches, especially in cases such as campaign and report launches for which research, and contracted communications and digital teams are all involved;
  - Supporting website work by liaising with contract digital team, and, when needed, uploading materials to the backend of the website;
  - Supporting research team with Freedom of Information Act (FOIA) and Sunshine requests;
  - Occasionally contributing to written programmatic work such as supporting Director with strategy documents and grant reports, and if the Program Associate is interested, EF’s Forward Thinking blog;
- Travel – Ability to travel periodically (when it is safe to do so and with ample notice).

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### **Required Experience, Knowledge, and Skills**

- 1-2 (associate level) or 3-4 (manager level) years of experience in work involving:
  - Project and/or program management;
  - Budgets, contracts, and billing;
- Proficiency with Microsoft Excel;
- Strong organizational and administrative skills;
- Ability to collaborate well with colleagues working at a distance;
- Sense of humor and ability to work quickly;
- Passion and commitment to reproductive health, rights and justice.

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### **How to Apply**

Email cover letter and resume to [jobs@equityfwd.org](mailto:jobs@equityfwd.org) with “Program Associate/Manager” in the subject line.