Job Description: Program Assistant
Building Movement Project
220 Fifth Ave, 2nd Floor
New York, NY 10001
www.buildingmovement.org
DEADLINE FOR SUBMISSION: December 13, 2010

The Project
The Building Movement Project (BMP) works to strengthen the role of US nonprofit organizations to advance progressive social change by increasing their capacity to learn, work, and act together in ways that cross traditional divides. With a small core staff and a diverse project team, BMP has had a significant impact on issues such as the role nonprofit service providers can play in civic engagement and social change, new models of organizing, generational shifts in nonprofit/social change leadership, and how nonprofits can promote commons-based thinking. The project is housed at Dēmos in New York City.

To accomplish its goals, the Project Team and staff:
- Document trends and conduct research;
- Develop tools and exercises for nonprofit organizations;
- Convene nonprofit leaders, funders, and academics;
- Write reports for the field; and
- Present new findings and best practices.

The Program Assistant will be part of a fast-paced four-member staff based in New York that works closely with a national group of six advisors.

Duties & Responsibilities
The Program Assistant will work with BMP's staff and Project Team to:

- Fulfill the administrative needs of the Project, including, but not limited to:
  - Maintain project timelines, including staff and team reminders of deadlines
  - Schedule meetings and calls
  - Create and update meeting agendas and take notes for staff meetings and monthly Project Team calls
  - Input and maintain contact database
  - Process invoices, reconcile financial information, and track consultant expenditures
  - Organize and maintain office filing system
  - Draft grant and board reports
  - Manage conference and event planning logistics, including coordination of travel arrangements; and
  - Serve as support to staff and project team.

- Support external communication and presentations, including, but not limited to:
  - Process and schedule requests for materials, speaking engagements, etc
Manage publication processes, including communicating with designers and other consultants;
Write, post and maintain website, Facebook and Twitter accounts, in coordination with Director of Leadership and Communications; and
Develop and maintain online resources and databases.

Assist in the overall development and implementation of new and ongoing projects:
Serve as documenter/synthesizer and assist team with workplan development and accountability during new project development
Research background information and create reviews of relevant literature
Help with data-gathering including survey design and assistance with planning and conducting focus groups; and
Write reports and summaries of Project work.

Other duties as assigned.

Qualifications:
Excellent organizational skills, capacity for prioritizing tasks, and ability to handle a wide range of tasks simultaneously
Ability to work independently, follow through and meet deadlines;
Exceptional interpersonal skills and ability to work well with multiple work styles
A courteous, professional work style, and ability to handle pressure gracefully
Strong research, communication, writing and proof-reading skills;
Strong Internet and computer skills and proficiency in MS Office – Word, PowerPoint, Excel, Outlook; and social media,
Bachelor’s degree, or equivalent experience in an office setting (1 year minimum)

Salary:
$35-40K commensurate with experience, plus benefits.

Application Procedure:
Please submit a cover letter and resume to PA@buildingmovement.org or via Fax: 212-633-2015. No phone calls please.

Please include Reference BMP1210 in the Subject and/or Attention lines.

Final candidates will be contacted by us to schedule interviews.