

Position Description

NVF Project Name: Postsecondary National Policy Institute (PNPI)

Position: Program Associate/Senior Program Associate

Location: Washington D.C. (remote work is an option for the right candidate)

Status: Exempt; Full-time

Reports to: Senior Director of Programming/Chief of Staff

Position Summary

PNPI's Program Associate/Senior Program Associate will support PNPI's congressional, community, and alumni programming, including managing or assisting in the management of our virtual courses. This position will work closely with PNPI's Senior Director of Programming to develop curriculum and design, implement, and evaluate PNPI's higher ed policy boot camps, seminars, trainings, briefings, webinars, and virtual courses.

The position includes health benefits. The pay range for a program associate is \$55,000 to \$70,000 and for a senior program associate is \$60,000- \$75,000. Compensation and position level are dependent on skill set, including past work experience.

Essential Responsibilities and Tasks

- Support the development and execution of all congressional and community events, including boot camps, seminars, trainings, briefings, and courses (in-person and online).
- Assist in curriculum design, research, and content creation for congressional and community programming.
- Manage or assist in the management, coordination, and implementation of PNPI's virtual offerings (with support).
- Assist with the facilitation and evaluation of all programs and events.

Required Education, Experience, Knowledge, Skills and Ability

- Content knowledge on a wide range of postsecondary issues.
- Experience working with varied audiences.
- Experience working on multiple projects simultaneously.
- Experience with curriculum development and designing professional development for adults a plus.
- Exceptionally organized and task oriented.
- Strong writing and editing skills.
- Bachelor's degree.

Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability

- Degree in education, higher education, or public policy preferred.
- Experience working in the federal higher education policy sector.

Attributes

- Strong communicator.
- Well-organized and detail oriented.
- Strong people skills.
- Willingness to “pitch in” to get things done.
- Ability to work on tight deadlines and keep cool under pressure.
- Discrete.

How to Apply

Resume and cover letter summarizing your interests and qualifications to: pnpi@pnpi.org. No phone calls, please. Please state “Program Associate/Senior Program Associate: PNPI” in the e-mail subject line.

PNPI Careers

PNPI provides professional development to current and prospective policymakers who work on federal higher education issues. PNPI is an independent 501(c)(3) charity that is a 509(a)(3) supporting organization of the New Venture Fund. PNPI’s work supports NVF’s mission to achieve a healthier, more equitable world through a range of innovative projects spanning diverse issues, including global health, conservation, public policy, disaster recovery, education, and the arts.

The New Venture Fund is recruiting individuals to work for NVF and further its mission by serving as dedicated staff of PNPI. The New Venture Fund and PNPI are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.
