

## **Position Announcement**

### **Program Assistant**

#### **About the Volcker Alliance**

The [Volcker Alliance](#) is a nonprofit founded by former Federal Reserve Board Chairman Paul A. Volcker to empower the public sector workforce to solve the challenges facing our nation. Our portfolio of work focuses on the people at the core of government service delivery—people who provide a steadfast source of optimism during an unsettled time for our democracy. We promote innovation in public service education, empower rising leaders to build the democracy of our future, connect talent to city, state, and federal government jobs, and inspire others with the story of Mr. Volcker’s commitment to public service.

The Volcker Alliance is committed to cultivating a diverse team and inclusive workplace. We believe that building a team whose members draw upon different lived experiences and offer myriad perspectives is critical to advancing our mission. To advance our mission, the Volcker Alliance needs employees who are as diverse as America, each bringing different insights into the work of government in communities across the country. We believe our success hinges on engaging employees who are Black, Indigenous, and people of color. We strongly encourage applications from people with these identities or who are members of other historically excluded and marginalized communities.

#### **Position Overview**

The Volcker Alliance is seeking a full-time Program Assistant to start in 2025. The position is based in New York City. The Program Assistant will work closely with internal program teams and external stakeholders to support the Alliance’s mission and vision. Central responsibilities include drafting documentation, conducting research, coordinating convenings, and providing programmatic and administrative support.

#### **Responsibilities**

- Draft and finalize documents in support of initiative work, including meeting agendas and notes, presentations, speeches and talking points, reports, and email correspondence;
- Draft written content for our website, blogs, reports, and other outlets;
- Conduct research in support of initiative efforts;
- Organize and coordinate meetings, workshops, conference calls, video conferences, or other special events, including preparation and/or distribution of materials and documentation;
- Assist with contract and grants management;
- Represent the Volcker Alliance at conferences, meetings, and workshops; and
- Work closely with our hard-working team, taking on a range of tasks as directed.

### **Qualifications**

- Bachelor's degree or equivalent work experience required; recent or expected graduates encouraged to apply;
- A passion for the Volcker Alliance's mission and eagerness to learn more about public service education and public sector workforce development;
- Highly motivated to have an impact and make change;
- Strong writing skills;
- Deft proficiency with Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook) and Zoom;
- Exceptional attention to detail, accuracy, and organization;
- Ability to work proactively, think ahead, and take initiative in a dynamic work environment;
- Curious, personable, and positive team player; and
- Demonstrated interest in government, public policy, and/or public administration preferred.

### **Position Specifics**

- Position Availability: January 2025 – July 2025
- Status: Full-time, Exempt
- Location: New York City Hybrid – Staff are required to work in our NYC-based office at least two (2) days per week and are permitted to work remotely up to three (3) day per week
- Salary Range: \$60,000 - \$70,000 annually
- Benefits: The Alliance offers a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, paid holidays, retirement plan, and professional development stipend

### **How To Apply**

Please submit a cover letter and resume by email to [hire@volckeralliance.org](mailto:hire@volckeralliance.org) indicating the position "Program Assistant" in the email subject line and where you heard about the position announcement in the email body. No calls please.