

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—public servants. 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 strongly encourage applications from people who are members of historically excluded and marginalized communities.

Position Overview

The Volcker Alliance is seeking a full-time Program Assistant. 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

Support the Volcker Alliance’s programmatic and administrative work by:

- Drafting internal and external materials, including emails, agendas, notes, decks, reports, and presentations.
- Coordinating meetings, workshops, and special events, including preparation, materials distribution, logistics, and post-event follow-up.
- Managing email communications, survey submissions, and website content updates for assigned programs.
- Conducting research and data collection to support program initiatives and evaluation.
- Assisting with graphic design and creative materials such as directories, invitations, and advertisements.
- Providing administrative support across programs, ensuring accuracy, attention to detail, and timely completion of tasks.
- Contributing to strategic program discussions and planning when appropriate.

- Performing additional tasks that support overall program execution, as directed by your supervisor.

Qualifications

- Bachelor's degree or equivalent experience; recent graduates encouraged to apply.
- Strong writing, communication, and organizational skills.
- Proficiency with Microsoft Office, Google Suite, Zoom, and other standard office tools.
- Ability to adapt quickly to changing priorities while managing multiple tasks and deadlines in a fast-paced environment.
- Curiosity, adaptability, and a positive, team-oriented approach.
- Interest in public service, public policy, or program implementation preferred.

Position Specifics

- Start Date: August 2026-September 2026
- 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: \$66,500 - \$75,000 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 hiring@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.