

Position Announcement

Program Assistant

The Volcker Alliance is seeking a full-time Program Assistant. The position will be based in New York City and report to the Executive Vice President.

Background

The Volcker Alliance advances effective management of government to achieve results that matter to citizens. We envision a public sector workforce with the experience, preparation and commitment to ensure government—local, state and federal—delivers with excellence.

Responsibilities

The Assistant will play a key role in supporting the success of a portfolio of Volcker Alliance initiatives and will work closely with internal teams as well as external stakeholders. The Assistant will:

- Support project goals and outputs across a portfolio of Volcker Alliance initiatives;
- Conduct research and summarize findings in support of existing and emerging initiatives;
- Prepare various documents in support of project work, including meeting agendas and notes, presentations, reports, and correspondence;
- Work with in collaborative teams to coordinate work activities, monitor deliverables, meet deadlines, and provide additional support where needed;
- Coordinate logistics for workshops, conferences, and other special events;
- Schedule and coordinate meetings and conference calls;
- Assist with the maintenance of databases, the Alliance website, and project information sharing platforms;
- Represent the Volcker Alliance at conferences, meetings, and workshops; and
- Assist on other projects as assigned.

Qualifications

The Volcker Alliance seeks energetic and engaged entry-level applicants. The Volcker Alliance is committed to providing the Assistant with a range of opportunities to hone professional skills and explore career interests. Key qualifications include:

- An undergraduate degree;
- A passion for the Volcker Alliance's mission, and eagerness to learn more about federal, state, and local governance;
- Outstanding written, verbal and interpersonal skills;
- Highly organized, with a disciplined work ethic;
- Strong technological skills, including proficiency with Microsoft Word, Excel, and PowerPoint;
- Experience with Salesforce a plus;
- Internet and social media savvy;



- A team player with a positive attitude; and
- Detail-oriented, focused on quality output.

The Alliance offers a comprehensive benefits package with a strong work life balance. The salary range for this position is commensurate with experience.

To Apply

Please submit a cover letter and résumé by email to hire@volckeralliance.org, indicating the position “Program Assistant” in the email subject line. No calls please.

The Volcker Alliance is an equal opportunity employer.