



Program Assistant, Transitions Initiative

About Movement Strategy Center (MSC)

Movement Strategy Center understands that transformative movements change the way we think, our structures and systems, the way we live, and even who we are. In this moment of extraordinary challenge, our world needs people and movements who are ready to stretch the boundaries of what anyone has imagined we can do. MSC works with individuals, teams, networks, and alliances, in partnership with a broader Transitions Community, to deepen and accelerate the transition from a world of domination and extraction to a world of resilience, regeneration, and interdependence.

Position Overview

The person in this role will provide program and administrative support to the Transitions Initiative program and team members, and will assist in all aspects of program management. The Program Assistant will report to the Learning and Data Systems Manager, will work closely with the contracted Event Planner (when needed) and will support the Transitions Initiative Staff Team.

Core Responsibilities

70% Administrative & Meeting Support

- Provide support to Transitions Initiative team members including the Director of Strategic Innovation, the Community Climate Resilience team, The Big We/Cultural Strategy team and three Innovation Fellows; including scheduling, travel and lodging support, documentation, and coordinating meeting schedules.
- Keep track of event and financial documentation including check requests, invoicing, reporting, filing and archives, and credit card receipt gathering for PEX cards
- Provide quarterly expense reports via Accufund to program staff based on program budgets
- Provide meeting support for meetings up to one day long, with fewer than 20 participants; identify and book meeting space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, note-taking/documentation, and technical support etc.

10% Event Planning & Production

- Coordinate with contracted Event Planners to produce Transitions Initiative multi day, 20+ participant program events.
- Support Event Planner in identifying and booking off-site program event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, note-taking/documentation, and technical support etc.
- Support Event Planner with vendors on event-related matters; liaison with finance team for correct payment process for event vendors, facilitators etc.
- Lead, with Event Planner, the management of on-site event production and clean-up for events with support from the program team.

10% Data Support

- Assist with Transitions Initiative database
- Import, track and enter event participant information into database

- Organize, format, and/or prepare spreadsheets for bulk import and run batch imports of data to update records and/or add contacts
- Checking for accuracy and maintain clean data (ie deduping) and clean relevant data in database

5% Media & Communications Support

- Provide support in external communications to external members and partners, send updates and synthesised meeting notes
- Provides support across different TI teams in creating, designing and distributing eblast

5% Participation in staff-wide gatherings, embodied practice, learning, Beloved Community etc.

Supervisory Responsibility: Currently does not supervise other employees.

Travel: Occasional domestic travel may be required for meetings and conferences.

Position Type/Expected hours of work

This is a 100% FTE hourly non-exempt position. Standard days and hours of work are Monday through Friday, 10 a.m. to 6 p.m. Daily schedule is flexible within this time frame, and will be decided in consultation with the supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Essential Knowledge, Skills and Experience

- One to two years of relevant experience
- Excellent communication and interpersonal skills, both verbal and written;
- Ability to switch between detail-intensive data processing and relationship-based interaction with ease;
- Ability to manage and make progress on multiple projects simultaneously;
- Ability to handle diverse challenges with a calm demeanor and positive outlook and be oriented towards excellence in service;
- Computer skills: Google Suite, Microsoft Office Suite;
- Dedication to social justice and systems change.
- Innovation, creativity and proactive problem-solving orientation
- An orientation towards learning and development; willing to learn from mistakes, receive feedback, and give feedback to others;
- Not Required But a Plus: Experienced with Database Management, Social Media Tools, Graphic Formatting Skills, and Copy Editing.

COMPENSATION

- 100% FTE. Annual gross pay is \$58-60K (@100%FTE).
- MSC's 100% FTE benefits package includes:
 - o 20 days vacation leave per year;
 - o 12 standard holidays and 2 personal days per year;

- o 12 sick days per year;
- o 1 week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to 4 weeks;
- o Medical, vision, dental for employees and dependents (requires 30 day waiting period and a per paycheck employee contribution);
- o 100% employer sponsored basic life, short-term and long-term disability insurance coverage;
- o Access to a 403b retirement plan.
- o Access to FSA and Commuter Benefits.

How To Apply

Please send a cover letter and resume to jobs@movementstrategy.org. The position will remain open until filled. Only applicants selected for interviews will be contacted. No phone calls please.

Movement Strategy Center is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law. People of color and LGBTQ candidates are strongly encouraged to apply.