



PROGRAM ASSOCIATE

About Internationals Network for Public Schools

Internationals Network is a non-profit organization committed to challenging the status quo and ensuring equitable education for recently arrived adolescent multilingual learners (MLLs). With a 20-year history, Internationals Network partners with school teams, leaders, and systems to provide an education that prepares MLLs for college, career, and beyond. The organization's strategic plan for 2024-2029 focuses on enhancing and broadening their impact and building a more equitable and effective MLL ecosystem.

Internationals Network is embarking on a strategic plan to enhance and broaden our impact over the next five years. The organization will focus on refining offerings, improving support for schools and academies, elevating impact through advocacy and research, and ensuring sustainability and team effectiveness. With a clear vision and plan, we aim to grow our annual budget, increase earned revenue, and secure ongoing philanthropic contributions to support our mission.

Internationals Network invites individuals who share our commitment to join us on this transformative journey. Through innovation, improvement, and strategic planning, we aim to deepen and expand our impact, ensuring that all recent immigrant students who are multilingual learners have access to an equitable education that prepares them for college, career, and beyond. We welcome you to be a part of our journey.

Position Summary

The Program Associate plays a crucial role in supporting our Programs, Schools, Advancement & Advocacy, and Finance & Operations teams. This position requires an organized, detail-oriented, proactive individual who thrives in a dynamic, collaborative environment. The ideal candidate will have strong communication, a deep commitment to educational equity, and the ability to manage multiple priorities efficiently.

Primary Responsibilities:

Programs Team Support:

- Coordinate logistical aspects of workshops, conferences, and events, including preparation, calendaring, shipment, and distribution of materials
- Manage communications with participants, handle invitations, registrations, and follow-up correspondence
- Arrange for event necessities such as catering, space, and venue logistics, including travel arrangements when relevant

- Maintain and organize programmatic resources and materials
- Provide on-site logistical and material support for workshops, conferences, committees, and other programmatic activities
- Support Fellowship and Internship initiatives in contributing to the above tasks

Schools Team Support:

- Aid in the organization of data and resources related to school programs, especially regarding communication with Finance and Operations and other teams
- Support logistical planning and communication for initiatives at network schools
- Support the maintenance of accurate school staff rosters

Advancement & Advocacy Team Support:

- Conduct background research to bolster advocacy efforts and support fundraising activities
- Develop and produce materials for promotional and fundraising campaigns

Finance and Operations Support:

- Support communication and tracking across teams related to contract and project components.
- Support office management, including monitoring and replenishment of key programmatic office supplies
- Support and monitor the arrangement of travel and event logistics (location, calendaring, catering) for internal programming initiatives

General Responsibilities:

- Work collaboratively across teams to ensure effective system-wide organization and efficient operation of all departmental functions
- Participate in local and national travel for organization events and meetings as needed
- Assist with the collection and organization of data for evaluation and reporting purposes
- Organize program services documentation
- Perform additional administrative duties and organizational tasks as required

Qualifications:

- Bachelor's degree in education, nonprofit management, or a related field preferred
- Strong organizational skills and excellent communication abilities
- Proficient in Microsoft Office, Google Workspace, and design tools like Adobe Creative Suite or Canva
- Passionate about educational equity and experienced, or interested, in working with multilingual learners

Location:

- Hybrid role based in New York City, requiring a combination of remote and on-site work
- Occasional travel is required for events and network activities

Position Type: Full-Time

Benefits and Salary

- The salary range for the role is \$55,000 - \$60,000 per year
- Salary for this position is competitive and depends on prior experience
- Health, dental, vision, life, and disability insurance, FSA, 401(k) Retirement, and paid time off

How to Apply:

Interested candidates are required to submit their resume and a cover letter outlining their relevant experience and interest in the position through the application form on our website by **April 30th** to be considered.

Internationals Network is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

For more information on Internationals Network for Public Schools, visit our website at www.internationalsnetwork.org.