Program Assistant Job Description

About Human Rights Funders Network
Founded in 1994, Human Rights Funders Network, is a network of funders from the Global South, East, and North dedicated to resourcing human rights action around the world. We use research, community building, advocacy, and communications to advance open philanthropy, in which funding is abundant, justice-centered, open in knowledge and power, and informed by movements. We strive to create a field of funding that is accountable to progressive movements, unequivocally anti-racist, and responsive to intersecting forms of injustice.

HRFN is a remote global organization with staff members in three continents and we are committed to cultivating a diverse, inclusive and anti-racist workplace. We strive to have a team that reflects our multitude of members, and appreciate the insights each person brings to our work. We strongly encourage Black, Indigenous, and People of Color applicants as well as those in the Global South and East and from historically excluded and oppressed communities to apply.

Start Date: February 2022
Hours: 36-40 hour, Monday - Thursday. While working hours are dependent on a staff member's location, we do ask for flexibility to accommodate our weekly staff meeting (Wednesday, 12:00pm EST) and other events that might fall earlier or later than normal scheduled hours.
Location: Remote (permanently) and based anywhere in the world.
Compensation: The salary range for this position is $42,000 - $55,000 for US-based employees. Please note that as a global team, HRFN provides competitive salaries based on local markets so this range may be adjusted based on the successful applicant’s home country.
Benefits: US-based employees receive employer-paid medical, dental, and vision insurance and a 401(k) account with an employer contribution. Non-US employees receive statutory benefits provided by local labor in their respective home country. All employees receive flexible paid time off with pre-approval of their manager.

Apply at: https://forms.gle/YyjMTbsQbKDat4P46
Application Deadline: 2 January 2022, 11:59 PM EST
The Role

The Program Assistant reports to the Head of Program Operations and works closely with the rest of the team. They will be involved with every aspect of HRFN’s work and provide direct support for membership, communications, and operations.

To manage the diverse workload, the Assistant will be organized and have strong skills in administration, communication, and project management. They will have some experience supporting a membership organization and have worked in the field of human rights and/or philanthropy.

Main Duties

Operations

- Serve as the main point of contact for administrative matters with Panorama Global, HRFN’s fiscal sponsor.
- Assist in managing new and existing consultant contracts and their renewals. Liaise with HRFN staff and Panorama Global to make sure contracts and payments are completed in a timely manner.
- Help create systems and processes to improve remote work for a global team.
- Serve as main administrative staff liaison for HRFN’s Steering Committee. Schedule meetings, update website, assist with note taking. Keep Steering Committee files and information up to date.
- Lead membership and communications data entry and report running in Salesforce.
- Assist with other administrative tasks as necessary.

Membership

- Assist Philanthropic Advocacy Manager with the implementation of HRFN’s membership strategy.
- Send out and track membership dues letters.
- Support managing member working groups, list serves, and other channels of communication.
- Maintain an up-to-date roster of translators and interpreters, with input from the team.
- Assist with the planning and implementation of HRFN member events and conferences.

Communications

- Support multiple projects: coordinate logistics and day-of support for webinars, advisory committee meetings, and public outreach.
- Assist maintaining and cleaning up Mailchimp database, preparing & updating email templates.
- Update website as needed.
- Assist with content for social media accounts. Contribute to social media quantitative and qualitative analytics reporting.
- Participate in the communications team by contributing ideas, information, and support and taking on additional projects and administrative tasks as needed.
Qualifications

* Strong IT skills, including G-Suite and MS Office. Salesforce experience preferred. As well as experience with Slack, Asana, Miro and Zoom.
* Knowledge and interest in human rights and philanthropy.
* Highly organized, and motivated.
* Ability to prioritize and manage multiple tasks with little direct supervision.
* Creative problem solving; resourceful and proactive in seeking creative technical and/or procedural improvements.
* Positive attitude and a commitment to helping to build an encouraging work environment.
* Demonstrated high commitment to intercultural understanding and sensitivity.
* Ability to work collaboratively and independently with individuals and organizations in the US and internationally.
* Demonstrated knowledge of and commitment to addressing racism and other societal inequities.
* Multicultural / bilingual preferred.

Employment for the Program Assistant will be supported by Panorama Global, Human Rights Funders Network's fiscal sponsor. Panorama Global is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.

Panorama complies with United States federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Nicole Travis, HR Generalist, at hr@panoramaglobal.org.

In compliance with federal law, all persons hired within the United States will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Panorama participates in the federal E-Verify system. All candidates should review the E-Verify Participation and Right to Work posters for more information.

Final offer will be contingent on a successful background check.