

PRRAC

Poverty & Race Research Action Council

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www.prrac.org

Administrative and Program Assistant

FLSA Status:	Full Time, FLSA exempt	Hours Per Week:	40
Work model:	In-person/hybrid	Location:	Washington, DC
Reports to:	Executive Director	Desired start date:	7/10/23

General Position Summary

The **Administrative and Program Assistant** is a key part of the PRRAC team and is responsible for overseeing the basic day-to-day operational/administrative functions of the organization; supporting the Executive Director and staff to powerfully advance PRRAC's vision; and providing strong leadership, project management, and community building skills.

This is a full-time, salaried position based in Washington, DC. Salary range is mid-to-high forties, depending on experience, with standard benefits. We are a hybrid workplace: staff are expected to work in the office at least 3 days a week. Staff also occasionally need to work in person for meetings, events, and special projects.

Essential Responsibilities

PRRAC is currently seeking an **Administrative and Program Assistant**. The ideal candidate will be highly organized and detail-oriented, proactive, demonstrate excellent interpersonal and project management skills, and be a strong writer. The Assistant will participate in and help facilitate regular staff and team meetings, support PRRAC's technical assistance and policy advocacy work, and help keep our office running smoothly. The candidate must be able to communicate effectively, listen carefully, and work collaboratively. Candidates should also share the organization's commitment to racial justice and civil rights.

The **Administrative and Program Assistant** will:

- Handle general clerical duties, including filing, ordering supplies, maintaining databases/files/records, processing invoices, completing deposits, tracking expenses, etc.
- Support event planning and scheduling (e.g. convenings, board meetings, and webinars).
- Maintain office calendar and schedule regular staff and team meetings, employee events and appreciation activities, etc.
- Help maintain continuous lines of communication across staff and teams.
- Conduct internet and factual research; assist with proofreading, copyediting, etc.
- Lend project management and other support for PRRAC's development work in collaboration with appropriate staff.
- Provide support to the National Coalition on School Diversity (up to 4 hours weekly).
- Assist senior leadership, as appropriate, in identifying and implementing shifts in policy/procedure/systems that will increase organizational effectiveness and maintain a strong, inclusive organizational culture.
- Undertake other tasks, as assigned by the Executive Director and senior leadership.

This description provides an overview of this position and is not all inclusive of additional duties that may arise as organizational needs change.

Requirements

The **Administrative and Program Assistant** will have a Bachelor's Degree or at least 3 years of related work experience. Prior experience in office/organizational administration preferred.

Additional requirements include:

- Excellent organizational, time management, and research skills.
- The ability to work independently, efficiently, and proactively.
- Detail-oriented, with a very strong work ethic.
- Proficiency in Microsoft Office 365 (including Word, Excel, PowerPoint), Google Workspace, Constant Contact, and Zoom.
- Strong verbal and written communications skills (including proofreading).
- Resourceful and creative, with an appetite for taking initiative, anticipating needs, and putting systems in place to create efficiencies.
- Ability to handle multiple projects simultaneously, set boundaries, adapt, and prioritize.
- Grace under pressure...and a sense of humor.
- Comfortable with ambiguity (but seeks clarity when needed); willing to contribute ideas.
- Effective collaborator, facilitator, and relationship-builder.
- Service-oriented: inclined to connect with, learn from, and offer assistance to colleagues.
- Enjoy supporting and fostering a collegial, small team environment.
- Demonstrated leadership and/or management skills; experience creating strong teams.
- Commitment to practicing and advancing diversity, equity, and inclusion and cultivating a culture of belonging.
- Understanding of best practices and experience in building or maintaining inclusive, engaged, and socially just workplaces (or desire to learn).
- Belief in, and desire to contribute to, PRRAC's mission and strategic vision.

About PRRAC

The [Poverty & Race Research Action Council](#) (PRRAC) is a non-profit civil rights law and policy organization based in Washington, D.C. Our mission is to promote research-based advocacy strategies to address structural inequality and change the systems that disadvantage low income people of color. PRRAC was founded in 1989 by major national civil rights and poverty law organizations. PRRAC is unique in its focus on policies that address structural segregation directly. Our advocacy work focuses primarily on housing and education policy, but also touches on land use, and the interconnections between housing policy and education, health, and transportation. These policy areas too often reflect inequities driven by structural segregation. PRRAC works closely with other national civil rights and housing policy groups, and is a member of the Leadership Conference on Civil and Human Rights and the National Low Income Housing Coalition. PRRAC also helps to staff the National Coalition on School Diversity (www.school-diversity.org).

To Apply

Please send a resume along with 2-3 sentences about why you are interested in working at PRRAC to Gina Chirichigno at gchirichigno@prrac.org. Applications will be accepted on a rolling basis.

PRRAC is an Equal Employment Opportunity Employer.