



## Program Assistant

### ABOUT RESULTS FOR AMERICA

[Results for America](#) is the leading non-profit working to improve outcomes for young people, their families, and communities by shifting public resources toward programs and practices that use evidence and data to improve quality and get better results. Beyond scaling individual programs, Results for America seeks to drive broader systems change so that “investing in what works” becomes the new norm for allocating public dollars.

Results for America is building on existing momentum at the federal, state, local, and international levels, to achieve the following goals over the next three years:

- Support select Government and Non-profit leaders to successfully implement evidence-based funding practices, increasing government effectiveness and transparency to improve outcomes for their residents;
- Develop and drive acceptance for Standards of Excellence in evidence-based policy and policy implementation at the Federal, state and local levels;
- Catalyze a strong, bi-partisan, cross-sector coalition of leaders who are strongly committed to an “invest in what works” policy agenda and are willing to use their time and resources to press government to use data and evidence to make better budget, policy, and management decisions.

Since its launch in 2012, Results for America has successfully shifted over \$2.5 Billion of government funding to evidence-based programs; built a large bipartisan coalition of [Moneyball for Government](#) champions, with more than 120 leaders at the Federal, state and local levels; created a highly effective communications campaign that has raised the awareness and credibility of evidence-based funding; and, in partnership with Bloomberg Philanthropies, launched What Works Cities to support 100 mid-sized use data and evidence to improve residents’ lives. Now, after this tremendous start up period, Results for America is poised for its next phase of growth.

### POSITION OVERVIEW

The Program Assistant is responsible for providing program and administrative support to three senior executives at the organization who lead various initiatives, including Results for All, RFA Senior Fellows, RFA Local Fellows, RFA Nonprofit Fellows. The Program Assistant will play a critical role during an exciting period of growth at Results for America; he or she will enhance the effectiveness of these executives as they develop and implement high-impact programs. The Program Assistant’s responsibilities will range from program support across various initiatives, scheduling, travel coordination and helping with outreach activities, event logistics and other administrative tasks.

The ideal candidate will have the ability to exercise good judgment in a variety of situations; possess strong communication, administrative, and organizational skills; and have the ability to maintain a

balance among multiple priorities. The Program Assistant will possess a strong customer-service focus, methodical planning skills, and a familiarity with providing high level program and administrative support, preferably within an entrepreneurial environment.

## **REPORTING RELATIONSHIP**

The Program Assistant will report to two senior executives based in Washington, D.C. - a Senior Advisor/Executive Director of Results for All, and Vice President for Innovation and Community Impact – and one senior executive based in Philadelphia, P.A. - the Vice President of Evidence-Based Policy Implementation.

## **ROLE AND RESPONSIBILITIES**

### ***Program Support (~25% of time):***

- Conducts program and policy research to support execution of various initiatives, including Results for All, RFA Senior Fellows, RFA Local Fellows and RFA Nonprofit Fellows;
- Drafts substantive memos for program leads and external audiences;
- Monitor news, research and policy sources for key issues/articles;

### ***Schedule Management (~25% of time):***

- Schedules meetings and manages calendars to ensure schedules are accurate, realistic, and clear, and reflect an understanding of organizational priorities;
- Keeps executives informed of upcoming commitments and deadlines, and helps them prepare for meetings by drafting agendas and other materials as required;
- Trouble-shoots as required to keep schedules on track;

### ***Events & Communications (~25% of time):***

- Helps prepare communications and outreach, including mailings and social media outreach;
- Plans and manages event logistics, coordinating with an event management company when appropriate;
- Supports development and distribution of materials for events;
- Helps compile and maintain databases of invitees;
- Coordinates post-event follow up.

### ***Travel Coordination and Support (~25% of time):***

- Works with executives to plan travel, creating and maintaining lists of potential meetings, and researching and providing background on potential people to meet and their organizations;
- Arranges travel with attention to meeting locations, times and necessary travel time in between engagements;
- Prepares detailed itineraries and works across teams to compile documents for travel-related meetings;
- Completes expense reports and files for reimbursements in a timely fashion.

## **QUALIFICATIONS/SKILLS**

- Dedication to Results for America’s mission;
- 1 or more years of experience successfully supporting one or more senior-level executives;
- Excellent planning and organizational skills with a proven ability to meet multiple short- and long-term deadlines;
- Strong written and oral communication skills;
- A team builder with a demonstrated ability to foster collaboration across the work of the three team members she/her will be supporting, and more broadly;
- Demonstrated ability to plan and execute professional events;
- Able to act as an effective representative of Results for America;
- Positive and creative problem-solver who enjoys working in a fast-paced and dynamic environment;
- Self-starter who is able to work well, overcome challenges, and complete tasks with guidance and support;
- Ability to use a range of office software, including Word, Excel and Powerpoint and is comfortable with various social media platforms;

**SALARY RANGE: Negotiable, based on experience. Competitive benefits package with opportunities for professional growth.**

This is a full-time, exempt position at 40 hours per week based in **Washington, D.C.** There may be instances where the Program Assistant is asked to work additional hours, as needed. The Program Assistant will attend program-related events, which involves 10-20% travel. If interested, please forward a cover letter and resume to Human Resources at [recruiting@results4america.org](mailto:recruiting@results4america.org), subject: “Program Assistant – Your Name”.

*Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.*