



Results for America - Program Assistant

ABOUT THE ORGANIZATION

[Results for America](#) is helping decision-makers at all levels of government harness the power of evidence and data to solve our world's greatest challenges. Our mission is to make investing in what works the "new normal," so that when policymakers make decisions, they start by seeking the best evidence and data available, then use what they find to get better results.

Since our launch in 2012, Results for America has successfully shifted over \$1.4 billion of government funding to evidence-based programs; built a large bipartisan coalition, recruiting over 500 federal, state, local, and nonprofit champions; created a highly effective communications campaign to raise the profile of evidence-based funding, including by reaching over 1 million people through video media and placing over 750 pieces in prominent DC and national media; and, in partnership with Bloomberg Philanthropies, launched What Works Cities to support 100 mid-sized cities, promoting the use of data and evidence to improve residents' lives.

After marking its 5-year anniversary in late 2017, Results for America is poised for its next phase of growth.

POSITION OVERVIEW

The Program Assistant is responsible for providing events and administrative support across RFA policy, fellowship, and communications programs.

The Program Assistant will play a critical role during an exciting period of growth at Results for America. His/her role will focus on providing broad supports to all of RFA's public events, with specific responsibilities including event scheduling and logistics, participant and staff travel coordination, on-site support, and communications.

The ideal candidate will possess a strong customer-service focus, methodical planning skills, and a familiarity with providing high level administrative support, preferably within an entrepreneurial environment. S/he will have the ability to exercise good judgment in a variety of situations; possess strong administrative and organizational skills; and have the ability to maintain a balance among multiple priorities.

REPORTING RELATIONSHIP

The Program Assistant will report to the Vice President for Strategic Communications and will work closely with RFA's Program Leaders.

ROLE AND RESPONSIBILITIES

Events Planning

With guidance from the VP for Strategic Communications and relevant Program Leaders, support the planning of RFA's public events including by:

- Developing and maintaining an organization-wide events and communications calendar;
- Compiling and maintaining lists of invitees and all relevant contact information per event type;
- Scheduling individual meetings, briefings, and special events and developing and maintaining accurate invitation and RSVP lists for each;
- Sourcing options for and advising on the selection of event sites, including meeting locations and accommodation;
- Sourcing options for and advising on the selection of event catering and any other food needs;
- Organizing travel and accommodation for event participants, event guests, and all RFA staff leading/supporting the events;
- Helping with the preparation of event materials, including photocopying, folder preparation, etc.

Events Execution

With guidance from the VP for Strategic Communications and relevant Program Leaders, support the execution of RFA's public events including by:

- Serving as on-site support for registration and check in at all events;
- Distributing event materials to participants, guests, and RFA staff;
- Providing excellent customer service to and managing any specific logistical needs for events participants, guests, and RFA staff on the day(s) of; and
- Helping with any transition moments during event, including arranging and cleaning up after catering; turning over rooms for new sessions; and transitioning participants, guests, and staff in between event sites.

Events Communication

With guidance from the VP for Strategic Communications and relevant Program Leaders, support the execution of RFA's public events including by:

- Supporting event communications efforts, including mass emails, social media (in advance and on site), and other publicity; and
- Assisting in compiling highlights from events to help promote RFA initiatives and the work of RFA staff and fellows.

Events Follow-Up

With guidance from the VP for Strategic Communications and relevant Program Leaders, support all follow-up from RFA's public events including by:

- Helping to create and distribute appropriate post-event recognition for sponsors, venue, key partners, volunteers, and attendees; and
- Completing and submitting expense reports for event participants and staff in a timely fashion.

QUALIFICATIONS/SKILLS

The qualifications, skills, and sensibilities required for this Program Assistant position include, but are not restricted to, the following:

- 1 or more years of work experience, preferably in an entrepreneurial environment, in a government office or agency and/or on the Hill;
- Experience providing high end administrative or events support, with excellent organizational skills, including the ability to multi-task and to meet multiple short- and long-term deadlines simultaneously;
- Experience planning and executing professional events and at least an interest in understanding and supporting events-based communications;
- A positive and creative problem-solver who enjoys working in a fast-paced and dynamic environment;
- A talented team player, with the ability to build individual team relationships and to foster collaboration across team members;
- Ability to use a range of office software, including Word, Excel and Powerpoint and is comfortable with various social media platforms; and
- Appreciation of Results for America's mission and able to act as an effective representative of Results for America.

SALARY RANGE: Based on experience. Competitive benefits package.

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. This position also will travel approximately 10% of the time.

If interested, please forward a cover letter and resume to Human Resources at 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.