



**Organization:** Results for America

**Role:** Program Assistant, Local Practice/Federal Policy Implementation

**Location:** Flexible

### **Organization Overview**

Results for America (RFA) is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$1 trillion that governments spend annually to advance economic mobility and racial equity.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

### **Department Overview**

RFA has organized a "practice" at every level of government: federal, state, and local. As part of its Local Practice, RFA has committed to supporting tribal, local, and state governments to make the most of the historic opportunity presented by the recovery investments from the American Rescue Plan (ARP) and Bipartisan Infrastructure Law (BIL). Through this work, RFA will encourage these governments to leverage recovery dollars to make investments in evidence-based approaches and deliver measurable, equitable access to opportunities and positive outcomes for their residents.

Results for America's Federal Practice helps educate federal government officials on the most effective and efficient ways to build and use evidence and data to improve outcomes at the local, state, and federal levels.

### **Position Overview**

The Program Assistant will be a dedicated member of RFA's Local Practice team, while also supporting the Federal Practice team. Results for America is seeking a team member who works well in a collaborative, cross-cutting team environment, proactively seeks out new challenges, and is passionate about strengthening governments' ability to promote equitable outcomes for all residents.

### **Position Reporting Relationship**

The Program Assistant will report to the Associate Director, Local Practice, and work in regular and close collaboration with the VP and Federal Practice Lead.

### **Position Responsibilities**

The responsibilities of the Program Assistant are grounded in three core areas: program support and execution; administration; and internal coordination. Support across these areas will be shared across the Local and Federal Practice teams and the initiatives for which they share responsibility. Specific responsibilities include but are not limited to the following:

#### *Program Support and Execution (45%)*

- Assist with research and information gathering on federal policy, such as Bipartisan Infrastructure Law (BIL) Notice of Funding Opportunities, American Rescue Plan, federal agency requirements around data and evidence, examples of successful infrastructure projects, and winning applications of competitive BIL grants;
- Support tracking data to measure the impact and effectiveness of programming;
- Track congressional and federal agency outreach, sign-on letters, and What Works Coalition engagement;
- Support the development of materials for the Federal Standard of Excellence engagements; and
- In coordination with other team members, track and follow-up on open action items related to the delivery of program goals.

#### *Administration (45%)*

- Schedule meetings and events in support of assigned programs;
- Support documenting meeting notes and action items from internal and partner meetings, assisting with follow-up as needed;
- Maintain team documentation and coordination, such as contact lists and Asana projects;
- Ensure program materials are added to websites in a timely manner;
- Manage file system to ensure proper documentation and easy access to materials; and
- Assist with financial management, including reimbursements, travel, and debit card tracking

#### *Internal Coordination (10%)*

- Work with practice and program leads to ensure that all stakeholders are kept in the loop on program activities

All RFA employees are expected to participate in the organization's diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

### **Qualifications and Skills**

The ideal candidate will possess the following qualifications:

#### *Experience*

- Up to 3 years of work experience and college degree OR
- 4-7 years of work experience if no college degree

#### *Capabilities*

- Excellent planning, research, and written and oral communication skills; Ability to take initiative and to support multiple projects simultaneously;
- Strong skills in Google Suite and Powerpoint and willingness to learn further;
- Familiarity with program management software, such as Asana, preferred;
- Self-starter with the ability to drive projects forward and work independently in a fast-paced, results-oriented workplace;
- High degree of flexibility and ability to adapt to a changing environment;
- Outstanding interpersonal skills and ability to build relationships;
- Strong commitment to Results for America's mission; and
- Strong commitment to RFA's diversity, equality, and inclusion commitments.

### **Salary and Benefits**

At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar nonprofit organizations ; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits. The salary band for this position is \$50,200 - \$68,200.

### **How to Apply**

To apply for this position, please send your cover letter and resume to [recruiting@results4america.org](mailto:recruiting@results4america.org). The subject line of your email should read "YOUR NAME – Program Assistant, Local Practice."

*RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance,*

*sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.*