



PROGRAM ASSISTANT, LEADERSHIP AND PROFESSIONAL DEVELOPMENT

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ABOUT CRE

For forty-one years, CRE has prepared leaders and strengthened organizations to drive social change. As a nonprofit consulting firm, we provide the strategies and tools needed to build equitable and sustainable, high-performing organizations, working with 500 organizations each year.

Critically, the ideal candidate will exemplify and promote CRE's values, including our deepening commitment to racial equity and to dismantling anti-Blackness:

- **Collaboration:** We are smarter and more creative when we work together (and it's more fun too).
- **Diversity, Equity + Inclusion:** We believe that true impact can only be achieved when we lift up diverse voices that have not always been heard.
- **Accountability + Excellence:** We promise excellence in all that we do and hold ourselves accountable to the community, the people we serve, and each other.
- **Reflective Practice:** We appreciate the big questions, tough discussions, and unexpected answers.
- **Power of Change:** We believe that change is always possible and unleashes opportunity and the potential for creative solutions that improve communities.
- **Courage:** We embrace bold ideas and risks that allow us to partner with clients as they overcome challenges and move toward change.

ABOUT OUR TEAM

Our team of 30 program/consulting and operations staff comprise dynamic, diverse, mission-aligned thought-partners, deeply invested in advancing social change. We co-create, transform, and challenge organizations to be their best. We value our people, the journey, and the promise of change. We believe all communities are rich in ideas, capacity, and care. We believe in love—love for our work, our clients, ourselves, and for each other. We lead with an unapologetic commitment to equity, especially in times of stress and uncertainty. For more, see our staff page,

<https://www.crenyc.org/about-us/our-team/>.

ABOUT THE ROLE

The Program Assistant, Leadership and Professional Development coordinates a range of administrative and logistical tasks to support the managers of CRE's cohort programs, including the Leadership Caucus, the High-Performing Managers Initiative, New Managers Institute, and other group learning activities. In every aspect of their role, the Program Assistant will demonstrate sensitivity in presenting a racial equity lens, and be committed to proactively engaging in learning, conversation, and reflection around race, equity, and cultural competence. This position reports directly to the cohort lead.

Essential Duties and Responsibilities

- Manage outreach, registration, and scheduling of all cohort programs
- Plan and develop the schedule for each cohort program and secure appropriate space for all

- sessions; coordinate with the calendars of cohort anchors and facilitators
- Assist in the creation of promotional outreach materials
- Prepare, copy, and collate PowerPoints and other materials for distribution to cohort participants
- *Once we are in person again:* Order food for sessions as needed
- *Once we are in person again:* Set up conference rooms to meet the needs of the particular session
- Assist cohort anchors in tracking relevant expenses (examples: food and program materials)
- Schedule individual 360° feedback sessions and other assessment sessions for individual participants; order all surveys and ensure responses from participants are timely
- Manage the administration of leadership surveys and other performance systems
- Communicate directly with participants between sessions via email and phone, including but not limited to: sending session reminders and circulating session materials
- Provide quality assurance on cohort session content -- review content (slides, handouts, etc.) and ensure it meets CRE's branding requirements as well as any funder branding requirements
- Ensure that evaluations for individual cohort sessions (and the programs overall at their conclusion) are received and tabulated, and the results are provided to cohort anchors
- Manage relationships with external stakeholders (e.g. participants and venue hosts) to ensure successful delivery of programs
- Solicit feedback from and respond to the needs of the cohort managers ● Provide front desk coverage one day per week
- Active participation in relevant staff development activities
- Adherence to CRE's contracting and program policies and processes relevant to this position (e.g., time entry)
- Data collection and support cohort leads in data analysis
- Provide support on consulting engagements (examples: transcribing session notes, creating online surveys, and taking notes during focus groups)

Qualifications

This is a non-exempt, entry-level program position that offers an excellent benefits package. We are seeking a college graduate who is willing to commit at least two years to this position. In return, we offer extensive exposure to the New York City nonprofit sector.

Core Competencies

- Commitment to high-quality work, productivity, and self-development
- Strong writing, proofreading, and communication skills
- Flexible and able to work effectively in a dynamic environment
- A team player; collaborative; able to build interpersonal relationships across departments
- Ability to exercise good judgment, take initiative, and make recommendations in resolving problems
- Committed and open to learning; open to asking for and giving feedback
- Exceptional organizational skills
- Strong oral and written communication skills
- Adaptable; able to project manage in a fast paced, often changing environment;
- Superior attention to detail
- Proactively anticipate needs and solve problems; exercise good judgment including handling what you can and seeking advice from managers as needed
- Good Microsoft Office skills – Word, PowerPoint, and Excel
- Experience with Salesforce and Survey Monkey a plus; willingness to learn a must

COMPENSATION

The salary range for this position is \$45-48k CRE also offers a generous benefits package that includes

20 total days of PTO (paid time off), a modest bonus structure in years when both organizational performance and financial health support it, health insurance, flexible-spending accounts, and a 403b retirement plan.

HOW TO APPLY

For consideration, please send your resume and cover letter that explains clearly your fit for this role/CRE and the value you will add; your ability to uphold a strong racial equity lens in all aspects of your work; and your alignment with CRE values to recruiting@crenyc.org and indicate "Program Assistant" in the subject line.

CRE is an equal opportunity employer and complies with the Americans with Disabilities Act.