



Project Pericles
Position Opening: Program Associate
New York City – Hybrid

About Project Pericles: Founded in 2001 by the visionary educational philanthropist Eugene M. Lang, Project Pericles is a higher education non-profit organization committed to fostering the next generation of civic leaders. Working with our consortium of Periclean colleges and universities, as well as many other higher education institutions, we support innovative curricula and faculty leadership that empower students with the skills to address society's grand challenges including: Climate Change, Economic Justice, Education Access, Immigration, Mass Incarceration, Race and Inequality, Public Health, and Voter Engagement. Project Pericles works with presidents, provosts, faculty, staff, and students to support political and democratic engagement across all levels of the institution.

About the Role: Project Pericles is a thriving organization entering an exciting phase of substantive growth and financial strength. We are seeking a **Program Associate** to play a crucial role in helping to develop and implement the expansion of our Periclean programs which empower students to make a difference in society. The position is involved in all aspects of running a non-profit organization (communications, event organizing, fundraising, program administration, etc.) The successful candidate is a detail-oriented self-starter with demonstrated ability to effectively prioritize a wide variety of tasks while managing multiple projects. The Program Associate reports to the Assistant Director and supports the Executive Director.

This is a unique opportunity for those pursuing a career in nonprofit administration while advancing programs at the intersection of civic engagement, social justice/responsibility, and higher education's mission to serve the public good. The position offers opportunities to grow professionally by rewarding creativity and results.

Responsibilities include:

- Manage portions of signature programs including: Debating for Democracy (D4D)[™], the Periclean Faculty Leadership (PFL) Program[™], and Periclean Voting Modules.
- Develop key program materials including: new civic engagement related resources for faculty, "Request for Proposals" documents for grant opportunities, and award announcements.
- Draft and edit high-level organizational documents including grant narrative and financial reports.
- Coordinate logistics and materials for in-person and virtual conferences, workshops, and meetings including faculty professional development convenings and student workshops.
- Create and update communication materials for a wide range of audiences including academics, the Board of Directors, donors, foundation leaders, students, and colleagues from more than 50 colleges and universities across the nation.
- Synthesize and analyze evaluation materials.
- Oversee day-to-day office operations including preparing invoices, handling expenses, and maintaining files and supplies.
- Conduct, synthesize, and report on fundraising opportunities, academic research, and other areas to support program development.
- Other duties as required.

Qualifications

- Bachelor's degree in a relevant field and authorization to work in the United States.
- At least one year of related, professional work experience. Prior full-time work experience in higher education, civic engagement, advocacy, and/or nonprofit organizations is preferred.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently and take ownership of projects.
- Enthusiasm about working on multiple tasks and prioritizing efficiently.
- Proven ability to absorb and process information quickly.

- Excellent interpersonal and written communication skills.
- Familiarity/interest in civic engagement and higher education.
- Competence and ease working with different digital programs, including Constant Contact, Microsoft Office Suite, Microsoft Teams, Weebly, and Zoom.
- Experience in higher education, activism, civic engagement, social responsibility, social justice, and a desire to empower student leaders and communities is a plus.

Compensation

Starting salary is in the high \$40,000s to low \$50,000s based on education and experience. Medical insurance, 403(b) retirement savings plan, and generous vacation.

This is a full-time position with the successful candidate expected to start in late 2022/early 2023. The position can be hybrid with opportunities to work part-time or full-time in the office. The Project Pericles office is located in Midtown Manhattan.

To Apply

Please send an e-mail to arielle.delrosario@projectpericles.org with “Program Associate – LAST NAME” in the subject line. Include your resume, a cover letter, a one-to-three-page writing sample, and the names of two references.

Deadline: Applications will be reviewed on a rolling basis until the position is filled.

No phone inquiries, please.

Project Pericles is an EEO employer.

Periclean Colleges and Universities

Allegheny College • Bates College • Berea College • Bethune-Cookman University
 Carleton College • Chatham University • Dillard University • Drew University
 Elon University • The Evergreen State College • Goucher College
 Hampshire College • Hendrix College • Macalester College • Morehouse College
 New England College • The New School • Occidental College • Pace University
 Pitzer College • Reed College • Rhodes College • Skidmore College
 Swarthmore College • Ursinus College • Wagner College
 Whitman College • Widener University • The College of Wooster

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