



Program Operations Associate

Location: Washington, D.C. headquarters required

Classification: Full-time, Exempt

Supervises: Interns and consultants as assigned

FLSA Status: Exempt

Department: Program

Salary range: \$70,000-\$90,000

The Program Operations Associate plays a critical role in ensuring that Interfaith Alliance can fulfill our mission and vision. The program operations associate will lead the execution and project management components of our advocacy strategies across a wide range of tactics: convenings, virtual programming, campaigns, research projects, policy analysis, coalition engagement, and leadership development. The right candidate will be nimble and equally comfortable at creating the perfect project management spreadsheet and coordinating with external partners and vendors to maximize program impact. The right candidate will feel a particular calling to organizational health and improving processes.

This role reports to the Vice President of Programs and Strategy. Key Responsibilities:

Event planning (20%):

- Create detailed project plans for all public and private programming, including convenings, webinars, trainings, and lobby days
- Help manage webinar processes and ensure smooth programming the day of the event
- Manage staffing assignments for all events, ensuring all staff members, consultants, affiliate leaders, volunteers, and partners have adequate resources and understand their role in executing the project plans
- Contract with consultants and vendors as needed to achieve goals of events
- Track progress towards goals and provide regular updates during staff meetings
- Engage with senior leaders at partner organizations to coordinate joint events

Manage processes of advocacy campaigns (30%):

- Lead internal project management of all advocacy campaigns, connecting between CEO and President, programs team, communications team, development team, and operations staff
- Independently create and manage internal tracking systems such as spreadsheets and time management software, providing regular updates on progress towards goals
- Ensure regular coordination and communication is taking place between Interfaith Alliance, our affiliates, our partners, and other external stakeholders
- Assist with tracking C4 activity by the program team

People management (10%):

- Assist with hiring and onboarding of new program staff and affiliate leaders, coordinate regular check-ins and program team meetings, and annual performance evaluations; support human resources functions of the program team
- Under the direction of Vice President of Programs and Strategy, clearly identify performance expectations and support staff in meeting them
- Model and promote a collaborative, inclusive, respectful and personable team environment
- Collaborate with Director of Affiliate Partnerships on holding check-ins with affiliate leaders, our network of volunteers and staff around the country working at the state and local level
- Check in weekly with other members of the program team to ensure all goals and projects are on schedule and identifying any gaps in planning

Internal communication and follow up (10%):

- Give updates on all programmatic activities at staff meetings
- Attend all programmatic meetings and produce detailed notes and follow up items, checking in with assigned staff to make sure the action items were completed by the due date
- Troubleshoot any issues with internal process and proactively devise plans to address them before they compromise program objectives

Other programmatic activities as assigned (30%):

- Flexibly and nimbly fill any gaps in the program team, including covering for staff in their absence

- Ensure that core functions of the program team have multiple people who can handle them in emergency situations
- Assist the Director of Digital Mobilization and Marketing with managing EveryAction as it pertains to non-development functions (action alerts, events, website, etc.)
- Translate programmatic efforts to communications and development staff

Qualifications:

- Ability to work at least 3 days a week in the D.C. headquarters on Capitol Hill
- Excellent interpersonal skills and emotional intelligence to interact with staff, partners, and other stakeholders
- Preferred to have experienced national organization that has state and local affiliates/chapters/branches/groups, either from the local or national side
- Excellent verbal and written communication skills;
- Facility and expertise with data management and the use of varied software systems; experience with EveryAction a plus;
- Flexibility to handle multiple projects simultaneously in a fast-paced energetic culture;
- Strong organizational and time management skills; self-motivated with the ability to work independently;
- Humor, curiosity and energy to support the spirit of collaboration and learning among team members;
- Alignment with and enthusiasm for the mission and work of Interfaith Alliance.
- A Bachelor's degree with at least 2-3 years of relevant work experience.

Salary & Benefits:

Salary range is \$70,000-\$90,000 annually, commensurate with experience. Interfaith Alliance also offers competitive benefits, including health insurance and paid vacation leave.

To Apply:

To apply, email jobs@interfaithalliance.org with your resume and cover letter. Please use "Program Operations Associate" in the subject line.

About Interfaith Alliance:

Interfaith Alliance is a network of people of diverse faiths and beliefs from across the country working together to build a resilient democracy and fulfill America's promise of religious freedom and civil rights not just for some, but for all.

We mobilize powerful coalitions to challenge Christian nationalism and religious extremism, while fostering a better understanding of the healthy boundaries between religion and government. We advocate at all levels of government for an equitable and just America where the freedoms of belief and religious practice are protected, and where all persons are treated with dignity and have the opportunity to thrive.

Interfaith Alliance is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ persons, and people with disabilities are encouraged to apply.