RUSSELL SAGE FOUNDATION
www.russellsage.org

ABOUT THE FOUNDATION

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for "the improvement of social and living conditions in the United States." RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation's social science community. The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars and researchers; and publishes books and a journal based on the work of its grantees and visiting scholars.

JOB TITLE: Program Assistant

REPORTS TO: Senior Program Officer

SUPERVISES: N/A

JOB SUMMARY: Assist the president and program staff with a range of program and grant-related responsibilities and administrative tasks.

RESPONSIBILITIES:

- Support program staff with screening and processing grant and fellowship applications. Process applications in Fluxx and participate in all stages of the review process.
- Recruit and correspond with external reviewers and inform applicants of funding decisions.
- Correspond with Trustees and Advisory Committee members, scheduling calls, putting together summary documents for committees. Help onboard new Advisory Committee members.
- Track and coordinate honorarium payments for external reviewers.
- Provide assistance and information regarding applications to grant and fellowship programs. Monitor the programs department mailbox and respond to inquiries or refer to other program staff.
- Assist program staff and the president with docket production before each board meeting, including compiling docket tabs and application and grant statistics.
- Assist with communications and outreach strategies for RSF's core programs and special initiatives.
- Work collaboratively with program and grants management staff on current projects and explorations of new opportunities.
- Provide research support and information services for president and program staff, including reviewing literature, developing or collecting program data, and tracking research outcomes.
- Oversee conference and meeting logistics, including coordinating travel, correspondence with conference participants, preparing documents and budgets, processing expense reports, and assisting during the meeting.
- Handle administrative/clerical tasks for program and grants management staff, including data entry, pulling reports, printing materials, and responding to inquiries.

- Help scrutinize proposed budgets for compliance with RSF budget guidelines.

REQUIREMENTS:

- Bachelor's degree required. Bachelor's or Master's in a social science or related field preferred.
- Previous work experience in a research or grant-related position with a non-profit organization or at a college or university preferred.
- Must be highly organized with enthusiasm for administrative detail. Writing and editing skills are essential. Editing experience preferred.
- Must be capable of handling independent projects, prioritizing work, and flexible enough to assist the president and program officers with immediate tasks.
- Excellent communication skills with all levels of internal staff and the public required.
- Computer literacy is a must. Must be proficient in Excel, Internet searches, and word processing programs.
- Experience using Fluxx or a similar grants management software program preferred.
- Familiarity with the peer review process in scientific funding and/or publishing a plus.

COMPENSATION AND CULTURE:

FLSA non-exempt position with a **salary range from $65,500 to $69,000** and commensurate with experience.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package which includes:

- Full medical, dental and vision insurance for all eligible employees and their spouses, domestic partners and eligible dependents.
- 20 PTO days during first 12 months, 24 PTO days each year thereafter.
- 14 paid holidays, which includes Christmas Eve through New Year's Day.
- Education reimbursement up to $5,250/year for approved expenses.
- 403(b) employer funds 12% contribution to retirement plan, vested after 2 years.
- Employer-paid life insurance and short-term disability insurance.

HOW TO APPLY

Please submit a cover letter and resume to jobs@rsage.org. **No phone calls please.** Only qualified candidates will be contacted for an interview.

The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. The foundation prohibits discrimination against employees and applicants for employment, because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.