



## **Job Posting**

### **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, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars

**JOB TITLE:** Program Assistant

**JOB SUMMARY:** Assist the president and program staff with a range of program and grant-related responsibilities and administrative tasks. Assist the Foundation Secretary and Director of Administration with various administrative duties.

### **PROGRAM RESPONSIBILITIES:**

- Help monitor and process the registration of new users of the grants management system.
- Support program staff with screening and processing grant and fellowship applications.
- Recruit and correspond with external reviewers and inform applicants of funding decisions.
- Coordinate honorarium payments for external reviewers.
- Provide assistance and feedback to grant and fellowship applicants and potential applicants. Monitor the programs mailbox and respond to inquiries or refer to other program staff.
- Assist with communications and outreach strategies for RSF’s core programs and special initiatives.
- Work collaboratively with program staff 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.
- Provide support for organizing conferences and meetings, including coordinating travel and logistics, preparing documents, processing expense reports, and assisting during the meeting.
- Handle administrative/clerical tasks for program and grants management staff, including data entry, printing materials, and responding to inquiries.

### **ADMINISTRATIVE RESPONSIBILITIES:**

- Assist the Foundation Secretary with docket production for trustee meetings, including compiling docket tabs and printing.
- Provide assistance to the Director of Administration on special events, including trustee meetings.

- Provide backup coverage of the reception desk as needed.

#### **REQUIREMENTS:**

- BA in a social science.
- Previous 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.
- Very good communication skills with all levels of internal staff and the public required.
- Computer literacy a must. Must be proficient in Excel, Internet searches, and word processing programs.
- Experience using Fluxx or a similar grants management software, preferred.

**Current RSF COVID-19 Policy:** Staff are expected to work in the office for a minimum of three days per week (60%). RSF requires proof of full vaccination (medical exemptions may be requested). Masks are required in all public areas of the building regardless of vaccination status. *This policy is in effect at least through December 31, 2021, unless the situation worsens before then.*

#### **HOW TO APPLY**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package. Salary commensurate with experience. **No phone calls please.** Only qualified candidates will be contacted for an interview.