

### **Position Description**

<b>Project:</b>	TheDream.US <sup>1</sup>
<b>Position Title:</b>	Program Associate
<b>Location:</b>	Flexible, remote work (must have an office set up)
<b>Reports to:</b>	Sr. Finance and Operations Manager
<b>Hours/Overtime Status:</b>	Exempt, full-time
<b>Salary Range:</b>	\$55,000 - \$65,000 <sup>2</sup> (Depending on experience and expertise)
<b>Application deadline:</b>	November 24, 2023
<b>Send resume and cover letter to:</b>	careers@thedream.us

### **Project Summary**

TheDream.US is the nation's largest college and career success program for undocumented immigrant youth. TheDream.US' work is anchored in the belief that all children living in this country—regardless of where they were born—should have equitable access to a college education and career. We have awarded over 8,750 scholarships to undocumented students to attend over 80 Partner Colleges committed to their college and career success. To date, TheDream.US has raised over \$350 million in pledges and contributions and has an annual budget nearing \$45 million.

TheDream.US is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all regardless of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and state in which you are working.

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<sup>2</sup> Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contribution and up to a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

## **Position Summary**

The Program Associate will work closely with the Sr. Finance and Operations Manager to manage and support (1) administrative processes for TheDream.US; and (2) logistics and execution of Scholar, Alumni, and Partner College programming. This position is subject to state pay transparency laws and regional differences in pay.

## **Key Responsibilities**

### **Administrative Management**

- Manage honoraria, gifts, and stoles for Scholars, Graduates, speakers and other volunteers (including setting up and managing a merchandise store)
- Manage printing and mailing of promotional packets to Partner Colleges
- Manage correspondence, including Scholar thank you notes
- Support logistics for annual retreat and team meetings
- Support payment processes with NVF and other external partners
- Manage contacts for key stakeholders, and allies, including Partner Colleges
- Support other related duties as assigned; may participate in special projects to support organization's leadership team

### **Program Support**

- Assist logistics and quality assurance of programming and events supporting Scholars' college and career success
- Support outreach and execution of college and career success initiatives by working with the Comms Team to promote programming to Scholars and Alumni through social media platforms, info sessions, and national and regional outreach
- Assist in delivering programming and resources to better equip Partner Colleges in the support of undocumented students' college and career success
- Assist in managing Facebook Scholar community and ensuring Scholars have relevant information and tools
- Monitor and evaluate program engagement across Scholar, Alumni, and Partner College supports
- Develop strategies to minimize legal risks and liabilities

## **Qualifications**

- ◆ 5+ years of operations and/or program management experience
- ◆ Bachelor's degree in business management or communications (or equivalent work experience)
- ◆ Experience in and a deep commitment to serving immigrant youth
- ◆ Experience in event management and logistics
- ◆ Adept in using Microsoft Excel, including functions, pivot tables, lookup functions, etc.
- ◆ Excellent communication skills to engage and provide clarity to team members and various stakeholders
- ◆ Strong analytical and writing skills and attention to detail

- ◆ Success working in a fast-paced environment under deadline, with demonstrated ability to juggle multiple and competing demands, establish priorities, remain flexible and work both independently and collaboratively as part of a team
- ◆ High standards of personal integrity
- ◆ Ability to travel up to 10% domestically

### **How to Apply**

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience, along with the contact information of two professional references, to [careers@thedream.us](mailto:careers@thedream.us) by 11/24/2023.

### **E-Verify**

NVF participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees with the right to work may not be discriminated against on the basis of national origin or citizenship status.

### **COVID-19 Policy**

To center the safety and well-being of its employees, NVF requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19, except as otherwise prohibited by relevant state or local law. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).