



PROGRAMS ASSISTANT

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant and refugee justice and belonging. As the nation's only immigrant-focused philanthropy-mobilizing organization, we work with our more than 140 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other philanthropic affinity groups to move money and power for immigrants, refugees, and asylum seekers.

In 2017, *Inside Philanthropy* named GCIR the Funders' Affinity Group of the Year for leading funder pushback to anti-immigrant policies. Today, amid both continued challenges and significant opportunities for immigrants, refugees, and asylum seekers, we are building on our 32-year history to drive short- and long-term immigrant-related philanthropic investments and advance a vision for a just, equitable, and inclusive society for all.

Our work in the philanthropic sector is grounded in the following values:

Justice: We are committed to racial, social, and economic justice.

Belonging: We believe that belonging is essential to building strong communities and a healthy democracy.

Humanity: We believe that everyone is connected by our shared humanity.

Courage: We believe that taking risks is imperative to achieve a just and equitable society.

Solidarity: We are united with other movements and communities in the pursuit of civil and human rights.

The [GCIR staff](#) comes from all walks of life, many of us with immigrant and refugee backgrounds and some of us with non-traditional career paths. We have an office in the San Francisco Bay Area and remote staff in New York, the Washington, D.C. metro area, Boston, and Washington State. GCIR members are local, state, regional, and national foundations that transcend issue areas, strategies, and geographic regions. For more information, visit www.gcir.org.

DUTIES & RESPONSIBILITIES

The Programs Assistant provides programmatic and administrative support to the organization, particularly the Programs Team. This full-time non-exempt position reports to the senior director of national programs under GCIR's matrix organizational structure.

Program Support (~85%)

- Meeting Logistics
 - Coordinate logistics for virtual and in-person meetings
 - Assist with preparing speakers, as needed
 - Manage the registration system for programs, meetings, and events, as assigned

- Prepare co-sponsored program pages and notify co-sponsors of GCIR programs for sharing to their networks
- Schedule speaker prep calls, take notes, and other administrative support
- Programs Communications
 - Prepare program webpages and promotional mailings in collaboration with Programs and Communications staff
 - Keep members updated through the listserv and other vehicles
- Program Resources and Evaluation
 - Assist with collecting resources for dissemination after program completion, including uploading program recordings
 - Track program outcomes and enter data in Salesforce database, including program participants
- Program Team Support
 - Coordinate scheduling requests, including confirming appointments, arranging meetings, and making travel arrangements; monitor upcoming commitments and appointments
 - Coordinate with other departments within GCIR
- Provide support for GCIR funder networks and working groups, and special initiatives (e.g. administrative tasks related to grantmaking).

Additional Responsibilities (~15%)

- Prepare for and participate in staff meetings and other organizational development trainings and retreats
- Assist with general organizational needs/projects as they arise

SKILLS & QUALIFICATIONS

- Meticulous organizational skills, attention to detail, accuracy, thoroughness, efficiency, and timeliness in completing work
- Advanced proficiency in all Microsoft Office applications, particularly Outlook, Word, Excel, and PowerPoint
- High degree of comfort with technology and ability to learn new software applications quickly
- Proficiency with databases and, ideally, web-based content management systems
- Familiarity with social media and other communications platforms
- Ability to apply common sense and exercise sound judgment in problem solving
- Ability to manage multiple tasks and priorities and to respond to changing and sometimes ambiguous situations
- Ability to work in a highly collaborative environment, and outstanding interpersonal and external partner support skills, with particular ability to respond and attend to the needs of field leaders and the philanthropic sector
- High level of ethics, commitment to quality, and strong sense of personal and organizational accountability
- Willingness to contribute to the organizational culture of learning and demonstration of intellectual curiosity
- Knowledge of and/or commitment to social justice issues

EXPERIENCE

- 3-5 years of experience in administration support is required
- Interest in the immigrant/refugee rights field is important

LOCATION

GCIR is a virtual organization with team members across the country. While the majority of the staff operate in the San Francisco Bay Area region, we also have four staff members who work in other parts of the country. Candidates based in other locations in the United States are also invited to apply.

COMPENSATION AND BENEFITS

The compensation range is \$24 to \$32/hr depending on years and type of experience, as well as level of education and training. GCIR offers a competitive salary and an excellent benefits package, including employer-paid health insurance, 401(k) contribution, generous vacation, mental health days, and sick time, one week off between Christmas and New Year's Day, support for professional development, and an employee matching-gifts program.

TO BE CONSIDERED

GCIR is committed to building and retaining a talented, diverse, and inclusive team. Our team members represent diverse backgrounds, bring a wide range of educational, professional, and lived experiences, and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. We welcome candidates of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities and expressions. We strongly encourage people of color, women, LGBTQIA+ individuals, those from immigrant and refugee backgrounds, differently-abled people, formerly incarcerated people, and people of any and all historically marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

Please submit a cover letter and resume to GCIR's recruiting consultant, Linda Nguyen, at jobs@gcir.org. This position will remain open until the right candidate has been identified; however, for priority consideration, candidates are encouraged to submit materials by **January 21, 2022**. In your cover letter, please explain why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries please.