



PROGRAM ASSOCIATE (PART-TIME/TEMPORARY)

Stoneleigh Foundation Employment Opportunity

Organization Overview

Stoneleigh Foundation is a private operating foundation, dedicated to improving the life outcomes of the most vulnerable children and youth in the Greater Philadelphia region. We provide Fellowships to individuals who work on research, policy and practice with a focus on young people who are involved in the child welfare, youth justice systems, and other youth-serving systems. We elevate the work of our Fellows by providing platforms to disseminate their work locally and nationally, and support this growing cadre of dedicated leaders through ongoing mentoring, convening, and other network activities to leverage their respective accomplishments.

The Stoneleigh Foundation is an equal opportunity employer and values diversity.

Title

Program Associate (Part-Time/Temporary)

Location

Philadelphia - Hybrid

Position Summary

The part-time Program Associate will report to the Deputy Director for a period of six months, and support multiple initiatives of the Stoneleigh Foundation, primarily its 2023-2025 Emerging Leaders Fellowship Program. We are looking for a Program Associate who is open to exploring new opportunities, has a commitment to change, and is generous with their ideas and time.

Key Responsibilities

- Assist with organizing, scheduling, identifying potential speakers, securing content and other logistics for sessions and events involving Emerging Leader Fellows, as well as Stoneleigh and Visiting Fellows;
- Help execute the Emerging Leader proposal review process;
- Support communications-related activities of the Foundation;
- Assist in ensuring grant reports are received from Fellows and their host organizations;
- Assist in the execution of Stoneleigh's March 2023 convening; and
- Perform other duties as assigned.

Required Education and Experience

- Basic knowledge or familiarity with youth-serving systems on which the Foundation's Fellows seek to have an impact is a plus.
- Recent college graduate, or graduate student, or college student in their senior year in relevant fields (e.g., law, public policy, social work and public administration) preferred.

Skills

- Excellent communication, organization, and prioritization.
- Accuracy and attention to detail.
- Ability to work independently, and as part of a team.
- **Prior experience in a supportive role in project management, communications, and event planning is a plus.**
- Proficiency in Microsoft Office.
- Experience with Zoom, Microsoft Teams and other virtual meeting platforms.

Employment Status

This is a part-time, temporary, hourly wage, nonexempt position for six months, with the potential for renewal, at 15—20 hours per week. The Program Associate Intern should be prepared to work at least two days per week in the Stoneleigh offices, and operate in a professional office environment. We allow some flexibility in hours, but working hours must remain within Stoneleigh's office hours of 9:00 a.m. – 5:00 p.m.

The salary range offered for this position is \$20 - \$24/HR.

How to Apply

Please send resume and cover letter to mavera@stoneleighfoundation.org.