

### **Announcement: Convergence seeks a Programs Associate**

Convergence Center for Policy Resolution ([Convergence](#)) is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. For over 15 years, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. [Convergence Collaboratives](#) address issues in the areas of Economic Opportunity, Democracy & Civic Engagement, and Health & Wellbeing. Through the [Convergence Learning Lab](#), we provide training and consulting services that inspire and equip leaders to effectively navigate conflict and build consensus. Our programs are improving the lives of Americans and strengthening democracy for a more resilient and collaborative future.

Convergence seeks a Program Associate to provide administrative, logistical, and research support to Convergence programs.

#### **Responsibilities:**

- Provide administrative support to Program Directors, including scheduling meetings, taking meeting notes, tracking meeting follow ups and project tasks, maintaining project files in SharePoint, and other duties as requested.
- Attend and support all aspects of Program meetings and trainings (both virtual and in-person), including scheduling, coordinating with participants, researching background content, preparing materials, taking notes, and coordinating and overseeing day-of logistics.
- Support Program Directors in fostering responsive and professional communication with participants and clients.
- Maintain up-to-date database of Program contacts, details, stakeholder interviews, and other related information using Bloomerang (Convergence’s CRM), Excel, and/or other tools as requested.
- Draft briefings on various subjects for the Program team and stakeholders.
- Take notes, organize summaries, and analyze themes coming out of assessment interviews.
- Contribute to and support Program design, meeting/training preparation, program evaluations, work plans, and strategy conversations with staff and facilitators.
- Supporting the Program team’s collaboration with other Convergence teams.
- Other duties as assigned.

#### **Qualifications:**

- Commitment to Convergence’s mission of building trust and bridging divides to solve critical challenges and strengthen our democracy and society.
- Bachelor’s Degree or relevant experience plus a minimum of 2-3 years' work experience, preferably in a nonprofit or policy organization. Degree or certification in conflict resolution, facilitation, or similar subject desired.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Fluent with Microsoft 365, Slack, using a CRM like Bloomerang, and conducting research with publicly available tools. Comfort learning new software and systems a plus.
- Sense of humor, flexible, resourceful, and collaborative work ethic.

**Position Details:**

- Hours: Convergence seeks candidates interested in part-time work. This position may become full-time in the future.
- Compensation: Will be based on experience, skills, and location, starting at the equivalent of \$42,000 per year (to be prorated depending on the weekly number of hours anticipated).
- Benefits: Depending on the number of hours the employee commits to working a week, Convergence offers dental, vision, disability, and life insurance, as well as a 403(b) retirement plan.
- Location: This is a remote position. Candidates are welcome to apply regardless of location. Convergence staff convene in-person in Washington, DC 1-2 times per year at minimum.
- Start Date: The anticipated start date for this position is August 19, 2024.

**To Apply:**

Please email your application to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with “Program Associate” in the subject line. Applications should include: (1) a resume, (2) a tailored cover letter describing your relevant experience and specific interest in this position, and (3) a writing sample. Please indicate where you saw the job posting and how many hours per week you are available in the body of your email. Applications will be reviewed on a rolling basis. No phone calls please.

*Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.*

June 27, 2024

