

## Programs Associate

[Convergence Center for Policy Resolution](#)

**Deadline for applying:** February 16, 2026

**Ideal start date:** March 25, 2026

**Location:** Remote

Convergence is the leading organization bridging divides to solve critical issues. Through our time-tested collaborative problem-solving methodology, we bring people together across ideological, political, and identity lines to improve the lives of Americans and strengthen democracy.

We are a highly collaborative, flexible, and relationship-driven team, where every member contributes to our mission with adaptability, a strong work ethic, and open communication. We value diverse perspectives – including political, cultural, and lived experiences – and believe that constructive disagreement makes our work stronger.

We are seeking a **Programs Associate** to join our team and support Convergence's program operations, convenings, and related research and coordination efforts. The ideal candidate is detail-oriented, proactive, and motivated to support Convergence's mission while embracing and enhancing our collaborative and inclusive workplace culture.

## Responsibilities

### Meeting Operations (50%)

- Coordinate and support all aspects of Convergence Collaborative **virtual** meetings, including scheduling and logistics, material preparation, and day of logistics including tech and being primary note-taker.
- Coordinate and support all aspects of Convergence Collaborative **in-person** and **hybrid** meetings, including all aspects above as well as venue, catering, and printing logistics.
- Serve as the primary logistical point of contact for participants, vendors, and internal staff related to Convergence Collaborative meetings.
- Track meeting expenses and coordinate invoices and reimbursements.
- Support travel coordination for staff and participants related to in-person meetings.

### Research, Analysis, and Program Development (25%)

- Research key policy issues, solutions, and stakeholders; synthesize findings into clear summaries, briefings, and background materials.
- Monitor relevant legislation, current events, and publications to inform programs strategy and discussions.
- Coordinate and support all aspects of stakeholder interviews and meetings, including scheduling, taking notes, organizing summaries, and analyzing themes.

# Solving Problems. Sparking Hope.

CONVERGENCE



- Draft briefings and background memos for programs staff, participants, and stakeholders.
- Support in programmatic design.

## Administrative and Project Support (25%)

- Provide administrative and project support to Programs Directors across the lifecycle of a Collaborative, including tracking action items and follow-ups, managing task workflows, taking notes, and maintaining project files in SharePoint.
- Support Programs Directors in maintaining timely, responsive, and professional communication with participants and partners.
- Maintain accurate and up-to-date project records, contacts, and stakeholder information in Bloomerang (CRM), Excel, and other tools as needed.
- Support internal and cross-team coordination by scheduling and documenting planning and strategy meetings.
- Review and copyedit documents.
- Contribute to team meetings, organizational initiatives, and cross-functional collaboration.
- Perform other duties as assigned.

## Preferred Qualifications

- **1–3+ years of relevant experience** in program support, operations, policy, nonprofit work, research, or a related field (including internships or fellowships).
- **Bachelor's degree preferred** in public policy, political science, public administration, nonprofit management, international relations, social sciences, or a related field.
- **Strong writing, research, and analytical skills**, with the ability to synthesize and clearly communicate complex information.
- **Awareness of current events and policy issues**, with the ability to approach work through a nonpartisan lens.
- **Highly organized, proactive, and detail-oriented**, able to manage multiple priorities and logistical needs independently and collaboratively.
- **Experience supporting meetings, convenings, or events**, including scheduling, materials preparation, participant communication, notetaking, and day-of logistics (virtual and/or in-person).
- **Strong interpersonal skills and emotional intelligence**, with the ability to engage professionally with participants, stakeholders, and colleagues.
- **Ability to work effectively across diverse perspectives and ideological viewpoints**, maintaining neutrality and professionalism.
- **Comfort using collaboration and project management tools**, such as Slack, Microsoft 365, Zoom, and Canva.
- **Commitment to clear, timely, and reliable communication** in a fast-paced, collaborative environment.
- **Embodies Convergence's culture**, bringing curiosity, flexibility, a collaborative work ethic, and a commitment to building strong working relationships.

# Solving Problems. Sparking Hope.



## Position Details

- **Ideal start date:** March 25, 2026
- **Compensation:** Salary will be based on experience, skills, and location with a target starting salary of \$48,000 - \$52,000 per year
- **Title:** Programs Associate
- **Reporting:** This position supports two Programs Directors, with one serving as the primary supervisor
- **Benefits:** Comprehensive benefits package, including health, dental, vision, long-term disability, and life and AD&D insurance, generous paid leave, 401k retirement plan, and a monthly stipend for work from home expenses
- **Location:** All Convergence employees are remote. Candidates are welcome to apply regardless of location within the United States. Occasional travel will be required to attend Convergence events.
- **Work Authorization:** Applicants must already be authorized to work in the United States for any employer without the need for future visa sponsorship.

## How To Apply

**Application deadline:** Monday, February 16, 2026

Email your application to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with "Programs Associate" in the subject line. Applications should include:

- 1) Resume
- 2) Tailored cover letter
- 3) Short writing sample

Please indicate your salary requirement, where you are based, and where you saw the job posting in either the body of the email or in the cover letter. No phone calls please.

*Convergence values a wide range of perspectives and experiences and strongly encourages applications from people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, veterans, foreign-born residents, and individuals across the political and ideological spectrum. Convergence is an equal opportunity employer, and hiring decisions are made without regard to 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 other category protected by law.*