Program Assistant

FamilyAid Boston, the city's largest human service agency solely focused on ending childhood and family homelessness, is seeking a Program Assistant to be responsible for activities associated with coordinating, tracking, reporting and administrative management for multiple programs in FamilyAid Boston's prevention and diversion program portfolio.

The Program Assistant will support the Program Administrator to ensure accurate implementation of FAB's funding processes and workflows. Implementation will be accurate, on schedule and coordinated with the Program Administrator program management and staff and the finance department. Duties of the Program Assistant include providing support to the Program Administrator and Case Managers, assisting in daily program needs and managing the program's general administrative activities.

The successful candidate will have a Bachelor's degree. Experience with accounting and managing budgets preferred. Experience with subsidized/low-income/tax credits housing and strong understanding of the Boston and Metro rental market. Experience managing budgets. Flexibility to work in office.

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children's futures, FamilyAid is on a fast track to curb the region's growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to employees' health, dental and retirement plans, and provide generous paid time off. The agency is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Interested applicants should send a cover letter and resume to hr@familyaidboston.org. Applications will be reviewed on a rolling basis.