POSITION TITLE: PROGRAM ASSOCIATE – NATIONAL PROGRAMS
REPORTS TO: SR. MANAGER - NATIONAL PROGRAMS

Position Summary:

Interise
Since 2004, Interise has connected knowledge, know-how, and networks across established small businesses. We do this through our purposeful research; bold programs for established small businesses; and national partnerships that create impact at local, regional, and state-wide levels. Please go to https://interise.org/ to learn more about our powerful programs.

The Program Associate will work collaboratively across departments to provide administrative, operational and logistical support to ensure processes are streamlined and efficiently performed. In addition, s/he will support relationship management and quality assurance through communication updates, data management, and scheduling across all Emerging Leaders locations. This role will provide logistical support for the National Programs team.

Position Responsibilities:
- Management of the scheduling process for all 60 locations, updating/documenting any and all changes/updates.
- Manage the upload of all Emerging Leaders participants and status from program launch to close.
- Coordination with the Learning & Development department to ensure SBA curriculum materials are ordered and delivered in a timely manner.
- Monitoring of program applications and posting applicant lists weekly, or as needed.
- Responding to questions and concerns from local project managers in a timely and effective manner.
- Monitoring and tracking program progress across all locations through communication updates and scheduled check-in emails and calls.
- Managing all logistics and communication of Emerging Leaders class schedules, site visits, ensuring all quality assurance aspects are met.
• Assist with monthly Project Manager calls and support planning meetings with HQ.
• Maintenance of iConnect platform as it pertains to Emerging Leaders.
• Maintenance of Asana platform as it pertains to National Programming.
• Support marketing efforts through the creation of participant profiles, creating engaging content for updates to HQ and social media.
• In conjunction with the Program Manager, monitor session evaluations, creating dashboard reports, following-up as necessary with any concerns.
• Research and provide support for new programming and partnerships
• Travel of 5% throughout the year.

Position Qualifications:
• One to Three years of successful work experience; ideally with experience working in a nonprofit or social enterprise.
• Bachelor’s degree or equivalent experience required.
• Demonstrated understanding and commitment to the Interise mission and strategic priorities with a desire to work in a fast-paced, entrepreneurial environment with focus on social change.
• Superior attention to detail and organizational skills.
• Experience with project management, and reporting.
• Experience with a CRM system, ideally Salesforce, and its use in program logistics or willingness to learn is preferred.
• Experience with online communities and/or LMS (learning management system), or willingness to learn is preferred.
• Experience using project management tools such as Asana.
• Experience dealing with confidential or sensitive information.
• Strong team orientation and ability to work effectively in collaboration with diverse groups of people, but also independently.
• Proficient in Microsoft Word, Excel, and PowerPoint.
• Social media and or experience with Adobe, Canvas, Photoshop and illustrator are a plus.

Interise is an Equal Opportunity Employer.
Ours is a Multicultural Environment and We Thrive on Diversity
***The Interise team for the foreseeable future is working remotely***

To Apply Please go to:

https://app.trinethire.com/companies/21068-interise-inc/jobs/27764-program-associate-national-programs