

## **PROGRAM ASSISTANT Foundation for Opioid Response Efforts (FORE)**

### **THE ORGANIZATION'S HISTORY, VISION, AND MISSION**

The Foundation for Opioid Response Efforts (FORE) was formed in 2018 as a private, national, Grantmaking Foundation, dedicated to combating the opioid crisis in the United States. To date, FORE has awarded 67 grants, committing \$31 million dollars thus far towards solutions to this crisis. Additionally, FORE has rapidly developed activities as a convener and information resource.

The foundation's vision is to inspire and accelerate action to end the opioid epidemic. The foundation's mission is to convene and support partners advancing patient-centered evidence-based solutions addressing the opioid epidemic. With patients at the center, our focus includes Professional Education, Payer & Provider Strategies, Policy Initiatives and Public Awareness.

### **SUMMARY DESCRIPTION**

The program assistant supports the foundation's programs and grant making, providing support to the president and program staff. She/He/They is involved with a variety of tasks to support the program work of the foundation to advance the mission of FORE.

The ideal program assistant is a great communicator, who is actively engaged in the evolving priorities of the team's workflow and able to problem-solve to meet programmatic needs. The candidate will have a great attention to detail, be an active listener and have effective follow-up practices.

### **SPECIFIC RESPONSIBILITIES**

#### **Grants Management (50%)**

- Assists in management of all aspects of the grant process: preparation of summaries and materials to support FORE grants, payment and reporting schedules, and letters of agreement; tracking of program and grantee products, including papers and conferences, reviewing budgets and scheduling grant payments accordingly
- Helps plan meetings, forums, or conferences, and helps to maintain overall FORE-grantee relationships. Responsible for streamlining grant tracking methods and communication between the program and grantees to ensure timeliness of reports and products.
- Assists in the development of grant proposals and budgets and in the preparation of project summaries for board meetings. This may involve communicating with current and prospective grantees, consultants and other experts reviewing proposed projects; assembling and providing material on projects and other activities as requested by grantees and other individuals.

- Conducts background research on the proposal topics, compiles and distributes proposal review materials to the staff and assists in internal reviews of proposals.

### **General Support (40%)**

- Provides administrative support for the president and program staff including calendar, telephone, travel arrangements, meetings, expense reports, and correspondence.
- Arranges appointments and scheduling of program related meetings, which may include reserving meeting rooms and arranging for food, beverage, and audiovisual needs, often with multiple internal and external parties.
- Compiles information into analytical tools and preparing charts or other presentations, and preparing materials, slides, and charts for meetings, including project briefing meetings, proposal review meetings, and program updates.
- Undertakes research for ad hoc projects or assignments
- Takes meeting notes and drafts minutes for selected meetings

### **Research and Analysis (10%)**

- Conducts background research as needed by the program staff, including literature reviews, internet searches and tracking journals, working papers, legislative developments, and public coverage of health policy issues. In addition, secures reports from Federal and private sources.
- May be asked to attend relevant meetings, conferences, and webinars in support of FORE's program.
- Occasionally provides research and writing support for publications. This work includes preparing tables and charts, analyzing data with the program staff, and drafting summaries of reports.
- As experience deepens, may become more involved in research and analysis work.

### **QUALIFICATIONS**

- Bachelor's degree (MPH desirable) with a minimum of two years of experience in a related field.
- A commitment to support of the mission.
- Excellent writing and correspondence skills.
- Has outstanding organizational skills.
- Excellent interpersonal skills are needed to work effectively with all FORE staff and stakeholders, as well as with external contacts and visitors.
- Able to work in highly demanding, multiple task environment, with changing priorities.

- Detailed knowledge of and demonstrated proficiency in the use of office computer applications, including Microsoft Word, Excel, PowerPoint, Outlook, Teams, and Google suite tools
- Ability to prioritize work assignments, handle multiple tasks, work with multiple supervisors, and function independently
- A successful candidate must be a team player, self-motivated and able to make optimum use of time. Must have the flexibility to work both with and without supervision.

FORE has a small staff, so judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of its size, where teamwork is essential to effectiveness. The ability to work collegially and to have an interest in and strong commitment to FORE's mission are key qualifications.

## **BENEFITS**

FORE offers a highly competitive benefits package including, medical, dental, and vision plans, retirement contributions and support for professional development, amongst others. Specifics include:

- Hybrid Workplace
- Monthly cell phone reimbursement
- Medical and dental benefits for employee and family
- Retirement savings account with matching company contributions of 3%
- 10 paid vacation days in first year of work; increases incrementally to five weeks with subsequent years of service; early office closure before major holidays
- Professional development funds for growth-reimbursement, along with 3 additional paid days to support professional development
- 2 paid volunteer days
- Sick days

## **COMPENSATION**

Commensurate with background and experience.

## **LOCATION**

FORE's offices are located by Bryant Park in midtown Manhattan. FORE is currently working on a hybrid schedule of two days on site (and on an as needed basis) and the flexibility of being remote or in office on other days. Candidates are being considered in the Metro New York area and those who can commute to FORE's offices as stated above.

## **CONTACT**

Send resume and cover letter with relevant experience via e-mail to: [Jobs@forefdn.org](mailto:Jobs@forefdn.org)

*FORE takes all recommended precautions to protect staff and colleagues from COVID-19 very seriously. Any finalists for this position will need to show proof of full vaccination.*

*Employment at The Foundation for Opioid Response Efforts is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.*