

PROGRAM ASSISTANT The 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 105 grants, committing \$42 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 in order 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 multi-task to meet programmatic needs. The candidate will have a great attention to detail, be an active listener and have effective follow-up practices.

This role will directly report to the president. She/He/They is also expected to support the rest of the program staff when needed.

SPECIFIC RESPONSIBILITIES

General Support

- Provide administrative support for the president and program staff including scheduling, travel arrangements, meetings, expense reports, and correspondence.
- Coordinate, schedule and attend a variety of meetings and other assigned events, which may include reserving meeting rooms and arranging for food, beverage, and audiovisual needs
- Take meeting notes and draft minutes for selected meetings, including but not limited to Board meetings and quarterly staff meetings.
- Assists the Operations team as needed

Research and Communication

- Help produce a variety of professional materials (research briefs, documents, graphs, visuals, slides) using established templates/formats for meetings, conferences, and webinars.
- Provide research and writing support for publications. This work includes preparing tables and charts, analyzing data with the program staff, and drafting summaries of reports.
- May be asked to attend relevant meetings, conferences, and webinars in support of FORE's program.

Grants Management

- Assist in management of the grant process with a focus on planning and organizing reporting schedules.
- Conduct background research on proposal topics, compile and distribute proposal review materials to the staff and assist in internal reviews of proposals.
- Compile information, prepare and maintain a variety of records, reports and files related to program functions and grantee products.
- Respond to grantees for general questions or route them to the right person for information.

QUALIFICATIONS

- Bachelor's degree (MPH desirable) with a minimum of two years of experience in a related field.
- A commitment to support 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.
- Knowledge of WordPress and Canva are a plus or willingness to learn these programs.
- Ability to prioritize work assignments, handle multiple tasks, work with multiple staff, and function independently as well as part of a team.

- A successful candidate must be a team player, self-motivated and able to make optimum use of time.

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
- Retirement savings account with company contributions
- 10 paid vacation days in first year of work; increases incrementally 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. \$62,400 - \$70,000

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 must have the ability to be physically present in the office.

CONTACT

Send resume and cover letter with relevant experience via e-mail to: 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.