

Position Description

Title: Program Associate
Department: Programs
Reports to: Program Director- NY
Location: New York, NY
Schedule: Hybrid
FLSA Status: Nonexempt

About the Organization

Upwardly Global is the first and longest-serving organization that focuses on helping foreign-trained immigrants and refugees integrate into the American workforce. We prepare immigrants and refugees for jobs that match their education and skills, and we provide employers with the know-how to create inclusive hiring practices so they can take advantage of this untapped and valuable potential. We are proud to help and welcome newcomers to the U.S.

Position Overview

This role offers the opportunity to support an organization making a dramatic difference in the lives of immigrants, refugees and asylum seekers during this crucial time in the world and in our nation's history. The associate will support the regional program team, and provide support with projects and events. The ideal candidate will be a highly professional, resourceful, and self-motivated individual with an administrative background and strong detail orientation.

Essential Duties & Responsibilities

Program Support:

- Support the Program Director, Reskilling, Partnerships, and regional program teams in meeting grant and employer partner deliverables, managing salesforce data, and invoicing
- Effectively use project management skills to support program needs as determined in partnership with Program Leadership
- Foster excellent job seeker engagement and report participation trends and job seeker feedback to program leads to add modifications when needed, and ensure success
- Support teams within the Program department and provide capacity support when needed
- Contact job seekers to encourage UpGlo training completion, invite them to events, confirm event participation, and track placement retention

- Collaborate with the multi-disciplinary teams to ensure that job seekers receive the comprehensive services and ensure effective program delivery
- In consultation with Reskilling, Employment Services Associates, Program Associates and Program Leadership, ensure appropriate support is available to jobseekers
- Support the Eastern Region Program teams with administrative duties as needed

Knowledge and Skills Required

- Bachelor's degree or equivalent work experience
- Strong organizational, project management, and time management skills
- Ability to work independently without close oversight while also maintaining a team player attitude
- Passion for UpGlo's mission is essential

Work Environment/Physical Requirements

- Must be available to work evenings as needed.

Salary Range Disclaimer

The base hourly rate represents the low and high end of the hourly rate for this position. Actual wages will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Hourly Rate: \$25- \$30 per hour

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Program Associate in the subject line.