

Join a team of passionate changemakers!

Send your resume and cover letter to talent@wrfoundation.org

Are you a dynamic and passionate individual capable of stepping in during a period of organizational, programmatic, and cultural transformation? If so, we would be delighted to have you join us in our relentless pursuit of equity for all Arkansans.

Program Assistant

The Program Associate reports to the Foundation's Chief Innovation Officer and will have responsibilities in project management and coordination, research and program evaluation, grants management, internal and external communications and cross-team coordination. The Chief Innovation Officer oversees three program officers and their portfolios in movement building, narrative change and public policy. This role will directly support the Chief Innovation Officer in his role.

What you'll do: The Program Associate will lead internal and external projects, build strong relationships across partners and teams, track philanthropic trends, conduct research, and support strategic communications.

What we'll expect from you: We're looking for someone who values intellectual growth, strives for excellence, leads with humility, and acts with integrity—someone who takes pride in high-quality work, owns and learns quickly from their mistakes.

[The full job description is linked here.](#)

Qualifications/Requirements:

- Bachelor's degree or equivalent lived or worked experience. Master's degree is preferred.
- Three to five years work history is desired. Experience in education, economic development, communications, community change, public policy, or the nonprofit sector is preferred.
- Excellent written and verbal communication skills.
- Strong ability to work both collaboratively and independently, demonstrating high self-direction, initiative, and sound judgment.

- Strong interpersonal skills with the ability to work effectively with individuals at all levels.
- Highly organized with keen attention to detail and the ability to manage multiple projects, priorities, and requests simultaneously.
- Proficient in technology, including Google Suite, Microsoft Office, and Adobe, and the technical skills required to work with various software, conduct research, and manage spreadsheets and presentations.

The Perks

Hiring salary range for this role is \$75,000-\$82,000.

We understand the importance of supporting the whole person, not just the employee, so we also provide our team members generous 12 days per year sick leave, vacation time starting at 3 weeks per year, and a 4-week sabbatical benefit after 5 years of service.

We offer health insurance subsidized by WRF, fully for employees, and half for dependents. We also cover the entire cost of dental and vision insurance for you and your family. We offer retirement (with a 5% employer contribution and up to a 6% match to the employee contribution from WRF), flexible spending, and disability plans.

*Please note that WRF works with an HR firm and staff at the foundation will not know the status of your application until well into our process. We strive to keep you informed but cannot respond to questions on the applications received or status. **Send your resume and cover letter to talent@wrfoundation.org***