

BEZOS FAMILY FOUNDATION PROGRAM ASSOCIATE
Momentum Fellowship
Location: Seattle, WA
Reports to: Managing Director, Adolescents

ABOUT THE MOMENTUM FELLOWSHIP

The Momentum Fellowship is a program offered through [Philanthropy Northwest](#) to diversify the field of philanthropy. We do this through developing a pipeline of leaders of color and other underrepresented groups in foundations across the Pacific Northwest. This fellowship works with new and current practitioners in philanthropy to build leadership skills; explores issues of diversity, equity, and inclusion in grantmaking; and network with other philanthropic professionals. Along with the day to day functions of the specific position, fellows participate in cohort retreats, monthly cohort calls, professional coaching, and networking opportunities.

ABOUT BEZOS FAMILY FOUNDATION

The [Bezos Family Foundation](#) believes children are born with potential and deserve the experiences and environments needed to learn and thrive. Our programs and funding are guided by the science of learning and aim to transform how we support all young people—especially those furthest from opportunity—to pursue their own path for success.

THE JOB

The Programs Associate provides project management and administrative support to two Foundation programs: Students Rebuild and the Bezos Scholars Program. This position will also support the Managing Director with special projects, as needed.

Students Rebuild inspires young people worldwide to connect, learn and act on critical global issues. Part art project, part philanthropy, part immersion in global learning. Annual challenges connect K-12 students worldwide in a common effort to make a difference.

The Bezos Scholars Program, in collaboration with the Aspen Institute, cultivates the next generation of leaders. Every year, 17 exceptional high school juniors and an educator from each of their schools are selected as Scholars. They are chosen from across the U.S. and the African Leadership Academy in Johannesburg, South Africa. After spending a week immersed in leadership development at the Aspen Ideas Festival, Scholars return home and develop a student-led change project to make a positive difference in their communities.

KEY RESPONSIBILITIES

- Provide a range of support to the Students Rebuild and the Bezos Scholars Program teams to ensure smooth operations of programs, including:
 - Customer Support and Communication: Support and communication around key events with program applicants, participants, and partners.
 - Vendor Management: Coordinating with vendors for event promotion and execution, conference outreach and support.
 - Travel Logistics: Coordinating flights and lodging, organizing travel documents and associated travel needs for program participants.
 - Grants Documentation and Support: Document preparation and copy editing, review and feedback support (Bezos Scholars), minimal research support (Students Rebuild).

- Content Support for Digital Properties: Newsletter, website gallery posts, blog preparation etc.
- Administrative Support: Internal/External calendar management, agenda prepping, and note taking. Data entry and contact management as needed to support projects and campaigns.

QUALIFICATIONS

- BA/BS or commensurate experience in lieu of a degree is required in communications, education, child development or relevant field preferred.
- 2+ years' experience with project management and administration.
- Nimble and savvy administrator.
- Strong written communication skills and ability to copy edit.
- Tech savvy including Microsoft suite, Zoom, Basecamp, Salesforce, Conference Lines, etc.
- Experience with youth development programming or work in the non-profit space.
- Excellent communication skills and ability to represent programs to external partners.
- Collaborative team player, able to navigate challenges and use creativity and grit to solve problems.
- Joy in and ability to communicate across differences, foster inclusivity, and provide support to a diverse array of Scholars, partners, and constituents.
- Experience with digital media; social media or website content is a plus.
- Experience with project management tools to support detail orientated work and event planning a plus.
- Ability to travel to meetings, local and national events up to 10% of the time.
- Ability to maintain the highest levels of confidentiality, discretion and integrity.
- Must occasionally lift boxes up to 30 pounds, transport materials using a hand truck, assist with event set-up and break-down which includes bending, twisting and reaching overhead.

APPLICATION PROCESS

To apply for this job position, please submit your application to hr@philanthropynw.org **no later than February 14**. Resumes will be screened as they come in and the position will remain open until we find our ideal candidate. Please submit your application as a single PDF file and name your file: Program Analyst + First and Last Name. Your application should include the following:

1. **Cover letter**: Prepare a cover letter that addresses why you're interested in the Momentum Fellowship and your qualifications for this position.
2. **Resume**: Tailor your resume to this position.
3. **Essay**: Respond to the following required three essay questions. Your response should be no longer than one page single-spaced per question.
 - a) Please tell us about a time when you worked with an individual, organization, group or community that challenged you to reach beyond your own life experiences, values or perspective. How did you balance working effectively with others while staying true to your own values and perspective?
 - b) What does leadership mean to you and how do you want to grow as a leader?
 - c) Why are you interested in a career in philanthropy?

Bezos Family Foundation is an equal opportunity employer and supports workplace diversity.