



CHARLES AND LYNN  
**SCHUSTERMAN**  
FAMILY FOUNDATION

# Program Associate

Atlanta, GA

## Overview:

The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to improve lives, strengthen communities and reduce inequality. Our philanthropic vision is grounded in a commitment to pursue justice, repair the world and treat all people with dignity and civility. We invest in efforts to improve public education in the United States, strengthen the Jewish people and Israel, and address the needs of marginalized individuals and communities. [www.schusterman.org](http://www.schusterman.org)

## Job Summary:

The Program Associate (PA) is a member of the REALITY team, based in Schusterman's Atlanta, GA office. The PA will be a catalyst to help design alumni experiences and be a community organizer working with alumni to advance the goals of the REALITY team. The PA will have the opportunity to help design and implement alumni engagement strategies and work with alumni, and REALITY partners and grantees. A description of the REALITY program may be found at <https://www.schusterman.org/realityexperience/about>.

## Responsibilities:

- Global Travel Partnerships
  - Manage REALITY's global travel experiences serving and serve as liaison with REALITY partners.
    - Oversight and lead staff for recruitment, facilitator selection and assisting on the strategic direction of global travel partners.
    - Liaison with technology and communications to execute and launch global travel experiences.
    - Design and execute facilitator training, working with the Senior Program Officer on leadership components including Strengthsfinder and DEI training.
- Program Design
  - Manage and implement 2-3 REALITY alumni immersive experiences per year that highlight REALITY's impact areas (Israel, Tikkun Olam, Leadership, and Jewish Values) including logistics, operations, budget, content and program design.
  - Assist Hub Community Manager with implementing hub leadership trainings and assist Senior Program Officer with facilitator trainings.
- Hubs
  - Work with Hub Community Managers to serve as liaison for the Atlanta, Austin, Denver, Los Angeles and San Francisco hubs.
    - Monitor budgets, calendar of events and serve as a sounding board and thought partner for volunteer hub leaders in each city.
    - Monthly hub check-in calls with hub leaders.
  - Work with Program Associate in DC to identify, select and train future hub leaders.
- Communication and Administration
  - Contribute to the communications strategies and efforts of Schusterman, including sourcing content, drafting and sending emails from Marketing Cloud, blogging, and utilizing social media tools.
  - Prepare analyses and information summaries related to initiatives and reports for review and use by the Schusterman Board of Directors.
  - Represent Schusterman at conferences and meetings relating to the initiatives of Schusterman.



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**Qualifications:**

The following qualifications are representative of the high level of demonstrated skills, maturity, judgement and ability to work with a wide range of constituencies required of Schusterman employees:

- A Bachelor's degree is required.
- 3-5 years of experience in program design, community organizing, alumni relations, event planning, planning and strategy or related fields is required.
- Excellent verbal, written communication and interpersonal skills necessary to develop cooperative and effective working relationships with supervisory personnel, co-workers, colleagues, grantees, partners, REALITY participants and alumni and the general public required.
- Analytical and research abilities necessary to develop strategic decisions required.
- Understanding of philanthropy and community dynamics, some familiarity with local, national and international Jewish organizations is preferred.
- PC skills (with proficiency in Microsoft Outlook, Word, Excel and PowerPoint), as well as a thorough knowledge of: (a) modern office practices and procedures; (b) the use of office machines and equipment; and (c) basic web skills and comfort required. Proven skill and comfort in prioritizing, multi-tasking and efficiently delivering high-quality work product in a fast-paced environment.
- Strong interpersonal skills and ability to work collaboratively and constructively across departments and with national and international partners.
- Ability to travel up to 25%, with occasional international, required.

**Compensation:**

The salary range for this position is \$65,000-\$75,000 which includes a strong benefits package. Schusterman does not cover relocation expenses for this position.

**How to Apply:**

Interested applicants should submit a cover letter and resume to [jobs@schusterman.org](mailto:jobs@schusterman.org) with a subject line of "Program Associate - REALITY."

*The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.*