



Program Assistant

AFR has been called “the leading voice for Wall Street accountability” in Washington.

Formed in the wake of the 2008 financial crisis, our coalition led the ‘outside’ campaign to strengthen and win passage of the Dodd Frank Financial Reform bill, including the creation of the Consumer Financial Protection Bureau. Since then we have fought Wall Street capture of policy making, improving countless rules and regulations, reigning in abuses by predatory lenders, and putting big new ideas on the table to transform the financial system.

We are seeking a **Program Assistant** who will support our Policy and Research teams and the Executive Director in advancing AFREF’s agenda to transform the financial system to build a more racially and economically equitable society. They will help finalize and disseminate policy documents and reports; facilitate staff and coalition coordination and record keeping; provide research and writing support for a variety of projects, and contribute to planning and carrying out events and presentations. The Program Assistant will learn about all aspects of AFR’s work, and gain project management skills along with policy, writing, and research experience at a fast-paced policy and advocacy organization.

Responsibilities:

- Work with team members to finalize documents including reports, regulatory comment letters, communications with legislators, and more.
- Monitor, track and summarize program developments and actions by AFREF and our coalition partners.
- Provide research and writing support for team members and Executive Director projects and presentations.
- Support the policy and research teams and the Executive Director on scheduling, meeting and event planning, and coordination.
- Maintain key organizational files; manage, maintain, and use systems to distribute and disseminate our work, and to share the work of coalition partners.
- Other programmatic and administrative support as needed

Strong Candidates will:

- Be committed to economic and racial justice
- Be able to rapidly shift between multiple projects and priorities. Be good at multitasking and comfortable in a fast-paced and diverse environment
- Have excellent writing, communication, and research skills
- Be well organized and pay careful attention to detail
- Have an interest in learning about and working on issues related to financial systems, financial regulation and/ or consumer financial protection
- Be proficient with MS Office (Word, Excel, PowerPoint), Google Suite, formatting documents, and managing listservs
- Enjoy working independently and cooperatively with other staff and coalition members; able to work as a team player with a big and diverse group
- Have good judgement and a proactive approach to solving problems

Compensation:

Salary range (commensurate with experience): \$40,000 - \$50,000, annually. Generous benefits, including medical, dental, vision, and 401K.

How to apply:

Please send a letter of interest and resume, a writing sample, and 3 references to Darrell Diggins, at: employment@ourfinancialsecurity.org. (Enter **"Program Assistant"** in subject line.)

AFR Education Fund is an equal opportunity employer and strongly encourages applicants from diverse backgrounds to apply.