



PROGRAM ASSOCIATE

ABOUT SOJOURN STRATEGIES

Sojourn Strategies is an innovative social impact consulting firm that helps clients solve critical social and political justice issues through the creation and execution of culturally relevant and values-centered campaigns, research and projects. Our focus areas include Campaign & Political Strategy, Project Incubation & Management, Research Design & Analysis, and Policy & Political Expertise. Our work is focused on client partnerships that create a more equitable, representative, diverse and welcoming community.

Sojourn Strategies is committed to diversity, equity and inclusion; we are passionate about building and sustaining an inclusive and equitable workplace. As a remote organization, we are not bound by the barriers of location; we engage talent and expertise from around the country. We're an equal opportunity employer, and we don't tolerate harassment or other discrimination based upon sex, sexual orientation, gender identity, marital status, caregiver status, pregnancy, military or veteran status, race, color, religion, national origin, place of birth, ancestry, age, physical or mental disability, genetic information or any other legally protected status.

ABOUT THIS ROLE

The Program Associate will work closely with the Program Director and Program Managers to ensure client projects are completed on time and with the highest level of quality. Reporting to the Program Director, the Program Associate will support scheduling and communication to maintain project momentum, and perform assigned project-related tasks including information gathering, research and data analysis.

A passion for social justice and a history of active participation in promoting diversity, equity, inclusion & justice is essential, as our work centers around these areas. Meticulous attention to detail and excellent verbal and written communication are fundamental to the success of this position.

This is a full-time exempt position with an annual salary range of \$40k-\$50k. The majority of work can be done from home; some travel may be required in the future.

ESSENTIAL JOB FUNCTIONS

- Actively supports Sojourn Strategies social justice mission. Stays informed of current events and actions that impact social justice, democracy, equity, and inclusion.
- Adheres to project timelines and milestones to meet goals and objectives.
- Participates in communication between Sojourn Strategies team and clients via phone, email, etc as directed..
- Accurately performs project tasks including research, information gathering, data analysis, etc. in support of project objectives.
- Works actively with team members to assist in the execution of client projects.
- Manages organization of data and electronic files utilized by Sojourn Strategies team.
- Effectively manages multiple responsibilities concurrently. Proactively communicates status updates and potential roadblocks.
- Other duties as assigned.

JOB QUALIFICATIONS

- 2+ years of project coordination experience, including data management.
- 2+ years active engagement in social justice initiatives, campaigns, and/or advocacy.
- Experience working on civic engagement, ballot initiatives, and/or candidate campaigns a plus.
- Proven organizational skills and dedication to timely, high-quality deliveries.
- Ability to organize, summarize, and clearly present data in a variety of mediums.
- Excellent oral and written communication skills.
- Ability to maintain confidential client data.
- Basic computer skills and working knowledge of project management software.

PAY & BENEFITS

The Program Associate will earn a competitive annual salary ranging between \$40,000-\$50,000 (depending on experience) and additional benefits including:

- Medical, dental, and health & wellness plans
- Retirement plan, including a company matching program
- 3 weeks paid personal leave (combined vacation and sick)
- Resources for professional development and training
- 8 paid holidays + winter holiday annually

HOW TO APPLY

To apply, send resume and cover letter to jobs@sojournstrategies.com