



Position: **Program Associate, Justice Oregon for Black Lives**
Salary Range: \$70,000-\$77,000 per year
Status: Regular, Full-Time, Non-exempt with benefits
Reports to: Senior Program Officer, Justice Oregon for Black Lives
Direct Reports: 0
Apply At: PA.JOBL@mmt.org
Deadline: Thursday, April 24, 2025 at 5 p.m.
Hiring Timeframe: May/June 2025
Type: Hybrid – Tuesday through Thursday in-office, remote Monday and Friday.

POSITION SUMMARY

The Program Associate is an integral part of Meyer Memorial Trust’s program team and works to support the foundation’s programmatic work through grants management, communications, collaboration and relationship building as well as a wide range of project management and grantmaking activities. The Program Associate is forward-thinking and passionate about developing strong bonds within Meyer and lasting relationships with community members, nonprofit organizations and other partners.

This position is primarily focused on the [Justice Oregon for Black Lives](#) initiative (90%) and will also provide some support for the [Tribal Nations Partnerships](#) initiative (10%).

Justice Oregon for Black Lives (“Justice Oregon”) was launched in 2020 after the murder of George Floyd, Ahmaud Arbery, Breonna Taylor and others and is Meyer’s largest initiative to date: \$25 million over five years. The initiative is co-created with Black communities working to advance racial justice and equity in Oregon. Recently Meyer’s Board of Trustees approved the Justice Oregon for Black Lives initiative to continue in perpetuity.

DUTIES AND RESPONSIBILITIES

Engagement & Relationship Building

- Partner with Senior Program Officer to coordinate and manage the Justice Oregon Community Advisory Board, including onboarding, ongoing communication, event and materials preparation, stipend payments and more.
- Serve as first point of contact for community members and groups that reach out to learn about Justice Oregon.
- Provide technical assistance to grant applicants inquiring about funding opportunities, proposal guidelines, reporting requirements and more.
- Support and participate in regular communication with Justice Oregon’s grantee community through channels like newsletter, email updates and office hours.
- Conduct outreach, as assigned, to learn more about particular organizations or projects and their potential alignment with Justice Oregon.

- Maintain understanding of all Meyer program areas and build connections with other program staff to support co-learning, cross referrals and a smooth experience for external groups that connect with multiple program areas.
- Support and participate in engagement with peer funders and other strategic partners.

Program Implementation & Grants Management

- Develop systems and procedures to keep initiative activities and grantmaking on track and successful. Provide input and advice on streamlining and improving grant processes.
- Set up and maintain grant records in GivingData grants database, checking for eligibility and compliance (in consultation with Grant Operations staff as needed). Support ongoing grants management tasks, such as report intake.
- Participate in development of requests for proposals, including preparation of materials and processes. Coordinate with Grants Management and Communications staff for technical aspects of launching funding opportunities.
- Coordinate and participate in grant proposal review. Assist Senior Program Officer with preparation of funding recommendations.
- Manage collection of grantee reports, and partner with Senior Program Officer for review. Engage with the Director of Learning on development and tracking of impact indicators, and coordinate technical assistance for grantees related to data collection.
- Serve as lead coordinator for events (often but not always in Meyer's building), such as capacity building workshops or community connection time with grantees, and learning and work sessions with the Community Advisory Board.
- Lead and support analysis of application and grant allocation data to assess trends, gaps and opportunities related to geographic and topical spread of funding.
- Assist Program Officer for Tribal Nations Partnerships initiative with grants management, tracking and other coordination.

Other Duties

- Collaborate with and serve as point of contact for an array of departments, including Grants Management, Office Operations, Finance, IT and Communications.
- Participate in annual and ongoing programmatic planning.
- Respond to emails and messages using Meyer's support ticketing system; coordinate with other Program Associates to share responsibility for general Meyer/Program inquiries.
- Participate in cross-team work groups and activities.
- Engage in professional development and organizational activities.
- Other duties as assigned.

EXPERIENCE, COMPETENCIES, EQUITY AND WORKING CONDITIONS

Experience

- Significant demonstrated understanding of the lived experiences of Black communities in Oregon, as well as those of Indigenous peoples and other communities of color.
- 3+ years of related experience at a foundation or nonprofit organization.
- Understanding of the role of nonprofits, foundations and other institutions in achieving racial justice and social change.
- Understanding of the indicators of nonprofit organizational health.
- Experience with Microsoft Office, Google Workspace, project management platforms like Trello, and Apple computers and devices.

Competencies

- Strong interpersonal awareness and communication skills (writing, listening and speaking), with an overall style that reflects clarity, authenticity, transparency and approachability.

- Strong project management and organizational skills. Proven ability to manage multiple deadlines while maintaining attention to detail.
- Solutions-oriented mindset with the ability to simplify and improve processes and to cultivate ideas into tangible actions and results.
- Strong work ethic, with a proactive approach and high standards of accountability.
- Interest in developing a working knowledge of Meyer's programmatic ecosystem, partners, and structures.
- Ability to collaborate effectively; a flexible team player.
- Proven analytical and reporting skills.
- Intermediate to advanced computer skills, including experience and proficiency using the Google Workspace and some sort of grants or program database (Meyer uses GivingData).

Equity

- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
- Promote a positive workplace culture of collaboration, innovation and respect.
- Possess excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment.
- Engage in equity trainings and serve on related work groups as needed.

Work Environment and Physical Demands

- Engage in regular communication in person as well as through electronic means.
- Use computer laptops, tablets, desk phones, photocopiers, monitors, and screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.
- Ability and willingness to engage in occasional overnight travel.
- The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER

Meyer Memorial Trust is an equal opportunity employer and is committed to creating an inclusive workplace in compliance with federal, state, and local laws, including the Americans with Disabilities Act (ADA). Meyer ensures equal opportunity for all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; immigration status; physical, mental, or medical disability; veteran status; obligations related to service in the United States Armed Forces; or any other reason protected by law. We value the unique perspectives and experiences that individuals bring, particularly those from communities that have been historically underrepresented.

TO APPLY

Please submit a resume and cover letter to PA.JOBL@mmt.org sharing your 'why' for this opportunity by Thursday, April 24, 2025 at 5 p.m.