

Program Administrator

FamilyAid Boston, the city's largest human service agency solely focused on ending childhood and family homelessness. The Program Administrator is responsible for the coordinating, tracking, reporting and administrative management for multiple programs in FamilyAid Boston's prevention and diversion program portfolio.

Reporting to the Program manager, the Program Administrator will ensure and implement best practices in Family Aid Boston's funding processes including documentation, procedures and implementation accurately and on schedule and in coordination with both programs and finance. Duties of the Administrator include providing support to the Program Director and Case Managers, assisting in daily program needs and managing the program's general administrative activities.

The successful candidate will have a bachelor's degree, experience in accounting, budget, grant and data management, strong documentation, organizational interpersonal and communication skills, be adaptable and able to take on multiple tasks.

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children's futures, FamilyAid is on a fast track to curb the region's growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to employees' health, dental and retirement plans, and provide generous paid time off. The agency is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Interested applicants should send a cover letter and resume to hr@familyaidboston.org
Applications will be reviewed on a rolling basis.