



COALITION ON HUMAN NEEDS

JOB ANNOUNCEMENT: PROGRAM ASSOCIATE

THE ORGANIZATION

The Coalition on Human Needs was founded in 1981 to bring together organizations and advocates who promote federal policies supporting the lives of low-income and vulnerable families and individuals. CHN's members include over 100 religious, labor, and advocacy organizations concerned with the well being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps hundreds of national and grassroots organizations work together to defend or expand federally-funded services such as health care, housing, services for children and families, education/training, tax policy, income assistance, and nutrition. Staff members track these issues and provide advocates nationwide with timely information and action steps in support of a federal human needs agenda.

For more information on CHN, please visit our website at www.chn.org

PROGRAM ASSOCIATE

The Coalition on Human Needs is seeking a highly motivated, organized, and energetic individual to work with our small staff and large network of partner organizations. The Program Associate will be responsible for two main areas of work:

Office Management

- Manage CHN's internal financial recordkeeping, working in cooperation with professional accounting services;
- Manage organizational membership functions, including general outreach and information to new and existing members; maintenance of CHN membership database; and organizing dues reminder mailings;
- Order supplies, maintain vendor contacts and contracts, manage internal organizational files, and other administrative duties as assigned.

Policy/Communications

- Track legislation and developments related to CHN public policy areas as assigned;
- Oversight of CHN website, blast email system, and other aspects of electronic communications, including posting content, drafting email alerts, developing listservs, etc.
- Draft or collaborate on issue briefs, action alerts, *Human Needs Report* articles, policy reports and other related publications as assigned;
- Build relationships with and contacts at CHN member organizations and represent CHN at meetings;
- Promote CHN as a valuable resource for current human needs issues and legislative information.

QUALIFICATIONS AND COMPENSATION

- Commitment to social and economic justice issues including ending poverty and hunger through public interest advocacy and organizing around federal policies;
- Familiarity with computers and MS Office a must. Experience in posting website content and use of blast email technology, software such as Dreamweaver and Adobe Acrobat **a big plus.**
- Office/administrative experience very helpful;
- Excellent writing, editing, and organizational skills;
- Ability to interact with broadly diverse individuals and organizations;
- Ideal candidates are detail-oriented, creative, outgoing, able to balance multiple priorities simultaneously and often work independently and unsupervised;
- B.A. or B.S. degree.

We are looking for individuals who are willing to learn on the job and explore emerging uses of online technology, who are willing to take on multiple tasks that are needed to contribute to the success of a small advocacy organization.

Salary commensurate with experience. CHN offers excellent benefits including employer-paid health insurance, generous pension plan, paid sick and administrative leave, and four weeks of paid vacation.

The Coalition on Human Needs is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email cover letter, resume, writing sample (3-4 pages maximum) and three references to apply@chn.org. No faxes or phone calls, please. **DEADLINE FOR APPLICATIONS: FEBRUARY 26, 2010.**