



Job Opening: Program Assistant

Position Title: Program Assistant

Reports to: Senior Program Officer

Location: Hybrid/remote with offices in Oakland and Los Angeles

Employment Type: Regular, full-time, non-exempt

PRIMARY RESPONSIBILITIES

The Program Assistant is responsible for providing administrative and programmatic support to the program department in alignment with strategic goals and activities, and the mission of the California Humanities.

PROGRAM ASSISTANT RESPONSIBILITIES

Grants and Program Support

- Assists with the implementation and coordination of programs including regranteeing programs and organization-produced programs
- Stewards administrative systems that sustain the programs team, ensuring transparent and accessible documentation of all grant and program assets, schedules, and participants.
- Supports grantmaking processes through values-aligned review practices, ensuring applications are processed equitably and grantee experiences are centered in grants management.
- Crafts, revises, and refines program-related documents, reports, and correspondence with care, clarity, and accessibility in mind.
- Creates, implements, and coordinates logistical arrangements for program-related activities.
- Maintains program-related files and databases, ensuring grantee, program, and partner data in Salesforce or other systems reflects community impact, honors grantee labor, and supports strategic decision-making.
- Engages in participatory evaluation efforts by collaboratively designing surveys, gathering program feedback, and archiving program-related materials as part of an iterative learning process.
- Synthesizes qualitative and quantitative program data into reports that uplift community narratives and highlight systemic insights.
- Serves as a thoughtful bridge between constituents and program staff by responding to, screening, and routing inquiries with care, cultural humility, and responsiveness.

Communication and Coordination

- Works in deep collaboration with program staff to nurture transparent, reciprocal, and trust-based communication systems, including:
 - Preparing and distributing meeting agendas and reminders with awareness of accessibility and engagement needs.
 - Taking and organizing meeting minutes in ways that honor multiple ways of knowing and remembering.
 - Sharing key takeaways from relevant external meetings and events to ensure knowledge flows horizontally across the organization.
 - Updating and maintaining program contact databases.
 - Identifying and implementing process to enhance workflow that center ease, equity, and sustainability.
- Keeps program staff informed of emergent needs and relevant administrative updates with a commitment to transparency and care.
- Contributes to special projects and other evolving needs, recognizing that work is iterative, emergent, and with an approach with curiosity and adaptability.

Relational Care and Collective Well-Being

- Cultivates meaningful relationships with internal staff and external partners by embodying and modeling the California Humanities' core values of care, collaboration, and equity.
- Works closely with the Marketing and Communications and Development departments to support the implementation of program-related communications and fund development activities including:
 - Assisting with the development and dissemination of program content, including social media and website updates.
 - Managing updates to the online calendar, ensuring applicant, grantee, and program information is accurate and accessible.
 - Providing Development Team with program-related data and insights as needed.
- Collaborates with the Administration and Finance departments on financial and administrative matters related to program delivery.
- Assists program staff in preparing documents, reports, and presentations for Board meetings, including supporting Board Program Committee and full Board meetings as needed.
- Supports organization-wide initiatives such as National Endowment for the Humanities assessments, compliance reports, convenings, and annual/biennial reporting, contributing to shared knowledge, and institutional memory.
- Engages actively in program, all-staff, and other cross-departmental meetings and collaborations, offering insights and fostering a culture of belonging, reciprocity, and shared learning.
- Strengthens relationships with individuals, organizations, and institutions ensuring that programmatic goals and administration reflect community needs and values.

QUALIFICATIONS

The ideal candidate will embody following skills, attributes, and values:

- A deep commitment to the humanities, including the mission of the California Humanities, with an understanding of how the humanities intersects with issues of justice, equity, and community well-being.
- Experience with grantmaking and public program development and implementation
- Strong relational and communication skills, including the ability to engage thoughtfully with partners and grantees, non-profit professionals, staff, board members, and consultants in ways that honor trust, respect, and reciprocity.
- Detail-oriented with problem-solving abilities to approach challenges with curiosity and solutions-focused mindset.
- Proficiency in Microsoft Office Suite, Salesforce, and other database programs.
- Ability to exercise discernment, the ability to maintain confidentiality, and ethical responsibility in handling sensitive information.
- A collaborative team member that is a self-starter, values collective success, and is willing to contribute to a culture of care, joy, and shared leadership.
- A bachelor's degree in the humanities or related field is preferred, but we also recognize that lived experience, community-based learning, and work in the nonprofit and cultural sectors are valuable pathways to knowledge.

While California Humanities is based in Oakland, with a second office in Los Angeles, this is a remote position, and the candidate must be a California resident living within the state. Candidates must be willing to travel 15% of their time as part of their work. A personal vehicle is preferred for local travel.

The Program Assistant is a regular, full-time, non-exempt position, with compensation of \$36.06 - \$40.87 per hour. The benefits package includes a 7% employer 403b contribution; 100% medical, dental, and vision insurance coverage for employees; and life, short term, and long-term disability coverage.

How to Apply: Please email a letter of interest and résumé as file attachments to: jobs@calhum.org. Include "Program Assistant" in subject line of email. Applications will be accepted through March 6, 2026. No phone calls please.

California Humanities is an equal opportunity employer and believes in a diverse work force, and applicants from all communities are encouraged to apply.