



JOB DESCRIPTION

- **Title:** Program Associate
- **Location:** Remote (California-based). Preference given to candidates in the Greater Sacramento Region. *Please note that being authorized to work in the U.S. is a precondition of employment at Capitol Impact, as we are not able to sponsor applicants for work visas at this time*
- **Type:** Full-time, non-exempt
- **Reports to:** Director
- **Experience:** Entry level; Some experience in a similar role preferred
- **Compensation:** Starting range of \$50,000–\$57,000, depending on experience.
- **Application Deadline:** Position open until filled

Capitol Impact is a nonpartisan, California-based social impact firm that delivers results for organizations working to expand opportunities and improve lives. We partner with nonprofits, foundations, governments, businesses, and educational institutions to build the knowledge, programs, and partnerships that create meaningful impact. Our team of strategists and project managers works across diverse domains, including civic engagement, education, workforce development, and health.

JOB SUMMARY

The Program Associate will be responsible for a range of tasks including writing and research, scheduling and logistics, client correspondence, clerical, and administrative duties. This role requires a high degree of attention to detail, excellent time management, and strong communication skills to support the smooth operation of our programs.

While Program Associates may contribute across a variety of projects, this position will primarily support initiatives focused on strengthening leadership and civic capacity in California. Projects may include [The James Irvine Foundation Leadership Awards](#), the [Prebys Leadership Awards](#), the California Legislative Staff Education Institute, and other related efforts as assigned.

KEY RESPONSIBILITIES

Writing & Research

Produce and support high-quality written and analytical work that informs programs and client deliverables. Activities include:

- Drafting, editing, and proofreading reports, proposals, briefs, slide decks, and external communications
- Conducting background research using online sources, reports, and stakeholder input
- Assisting with data collection, basic analysis, and synthesis (e.g., survey results, program data)
- Summarizing findings into clear, actionable insights for internal teams and clients
- Formatting and preparing documents for client delivery and presentations

Logistics & Administrative Support

Ensure smooth day-to-day operations and coordination across projects and teams. Activities include:

- Scheduling meetings, managing calendars, and coordinating availability across multiple stakeholders
- Planning and executing logistics for meetings, workshops, and events (e.g., agendas, materials, tech setup)
- Booking travel and managing itineraries when needed
- Maintaining organized records, files, and shared drives
- Preparing documents, tracking tasks, and updating project management tools
- Supporting internal team coordination to keep projects on track and deadlines met

Correspondence

Support clear, professional, and timely communication with clients and partners. Activities include:

- Drafting and sending emails, updates, and meeting follow-ups
- Coordinating communication between internal teams and external stakeholders
- Tracking action items and ensuring timely responses and follow-through
- Preparing meeting notes, summaries, and next steps
- Maintaining a professional tone and ensuring communications reflect organizational standards

QUALIFICATIONS

Education: Bachelor's degree in a relevant field or equivalent preferred.

Experience

- Prior experience providing administrative, research, or communications support in a professional setting.
- Experience coordinating meetings, events, and logistics, with strong organizational and planning skills.

Skills:

- **Attention to Detail:** Ensures accuracy and quality across all written and research outputs.
- **Curiosity:** Demonstrates initiative to learn, ask questions, and improve performance.
- **Organization & Time Management:** Prioritizes tasks, manages time effectively, and meets deadlines. Experience coordinating logistics or supporting event planning is a plus.
- **Technical Proficiency:** Comfortable using Microsoft Office Suite, email systems, and other productivity tools. Experience with generative AI tools (e.g., ChatGPT, Gemini, or other LLMs) and data visualization or survey platforms such as Power BI is a plus.
- **Communication Skills:** Communicates clearly and professionally, both in writing and verbally. Experience with creative tools (e.g., Canva, Adobe, or similar) is a plus.
- **Client Focus:** Anticipates needs, responds promptly, and fosters strong, positive relationships.

Values Alignment: Demonstrated alignment with Capitol Impact's values. Our values are:

- We operate with freedom and responsibility
- We produce unequivocal excellence
- We pursue continuous self-improvement
- We communicate honestly and directly
- We embrace diversity in all aspects

COMPENSATION & BENEFITS

The starting range for this position is \$50,000 - \$57,000. The range offered to the successful candidate will depend on experience.

Employees at Capitol Impact enjoy a broad total compensation package which includes health benefits with an employer contribution, generous paid time off, a quarterly health reimbursement program for out-of-pocket medical expenses, a 401k retirement plan with an employer match, and paid family medical leave. Please note that benefits are subject to change each year. We strive to make regular improvements to our benefits offerings.

WHY CAPITOL IMPACT

- **Meaningful work:** Contribute directly to solving critical issues facing California communities.
- **Values-driven team:** Work with and learn from experienced colleagues and make a significant impact alongside like-minded individuals.
- **Work-life balance:** We understand the importance of disconnecting after hours and offer a flexible work environment.
- **Professional growth:** Opportunities for mentorship, professional development, and continuous learning.
- **Competitive compensation and benefits:** Competitive compensation (starting range \$50,000- \$57,000), comprehensive benefits package (health insurance, paid time off, retirement plan).
- **Commitment to diversity:** We foster a diverse and inclusive work environment.

EQUAL OPPORTUNITY EMPLOYMENT

Capitol Impact is committed to recruiting a team that reflects the diverse populations it serves. Our firm is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, age, religious creed, sexual orientation, political affiliation, or other personal characteristics. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

HOW TO APPLY

Interested candidates should submit their application through [our online form](#). As part of the application process, applicants will be asked to upload a resume and respond to the following questions in lieu of submitting a cover letter:

- Describe why this position at Capitol Impact is a logical and exciting next step for your career.

- Explain how the skills, experiences, or perspectives you bring will make a meaningful impact at Capitol Impact.
- How do Capitol Impact's core values resonate with you, and how would you exemplify them in this role?

INTERVIEW PROCESS

The interview process will include both virtual and/or in-person interviews with one or more members of the Capitol Impact team. The full process consists of an initial interview round, followed by a second-round interview that will include a case study presentation or writing exercise. Finalists may be invited to a third-round interview with a panel of Capitol Impact senior leaders.