



## **Program Administrator**

FamilyAid, the city's largest human service agency solely focused on ending childhood and family homelessness, is seeking a Program Administrator to support the agency's deepening services to more than 3,000 children and parents.

The Program Administrator is responsible for coordinating, tracking, reporting and for the administrative management of multiple programs in Family Aid's prevention and diversion program portfolio. The Administrator will ensure and implement best practices in FA's funding processes including documentation, procedures. Implementation will be accurate, on schedule and coordinated with both program and finance departments. 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 and proven experience managing budgets. Experience in accounting preferred. Strong documentation and organizational skills required. Self-directed, detail oriented and able to take initiatives. Strong interpersonal and communication skills, ability to learn quickly and willingness to take responsibilities. Adaptable and able to take on multiple tasks.

Family Aid's supportive, collaborative, and diverse workplace is an ideal work environment for experienced, result-oriented professionals who are driven to help children and families thrive.

The agency supports professional growth, and offers competitive salaries, health, and dental plans, an employer-contributed 403b retirement plan, and a generous paid time off package.

To apply: Please send your cover letter and resume to [hr@familyaidboston.org](mailto:hr@familyaidboston.org)

Applications will be reviewed on a rolling basis.

FamilyAid's vaccine policy requires all new employees be fully vaccinated against Covid-19, including a booster dose, at time of hire.

**FamilyAid 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.**