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 FamilyAid’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.

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 3,000 children and parents each year.

FamilyAid 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.