

# Georgia Resilience and Opportunity (GRO) Fund

*Rooted in communities, growing bold ideas for change*



Title: **Program Associate, In Her Hands**  
Reports to: Program Manager, In Her Hands  
Location: Atlanta, GA  
Type: Full-Time (5-6 months)

## Position Type

[The Georgia Resilience and Opportunity \(GRO\) Fund](#) is seeking a 5 - 6 month, full-time Program Associate for our In Her Hands guaranteed income program. The salary for this position is **\$55,000 to \$60,000** depending on experience. The GRO Fund also offers a competitive benefits package including health, dental and vision insurance; paid parental leave; and unlimited PTO.

## About the GRO Fund

The GRO Fund builds bold, evidence-based and community-driven solutions to address racial income and wealth divides. We work to transform the economic conditions of impacted communities. GRO aims to bridge the gap between policymakers, experts, and impacted communities by convening these actors around bold, actionable, community-based initiatives and policies. Our work strives to grow the possibilities of what is achievable to close the racial wealth gap and live in a state where no one lives in poverty.

GRO's work including two core programs:

- GRO's flagship project is the [In Her Hands initiative](#) ("IHH"), a guaranteed income program which provides an average of \$850 a month no-strings-attached income supplement to over 650 women across Georgia.
- GRO is also launching the first Baby Bonds pilot program. It will be a six year, privately-funded accelerated Baby Bonds pilot program to advance the case for Baby Bonds as a bold strategy for narrowing the racial wealth gap.

In Her Hands is expanding in Spring 2024 with the launch of a 270-person site on the Westside of Atlanta. We are looking to add an associate to our team to provide additional capacity on high-impact milestones in support of the launch of Phase 2 and the conclusion of Phase 1.

## Position Overview

The Program Associate will play a crucial role in supporting and driving key initiatives of In Her Hands related to program design, research, operations, and implementation. This includes tasks such as community engagement, mobilization efforts, participant enrollment activities, data collection, event planning, and other related duties.

The Program Associate will serve as a dependable and trustworthy point of contact for participants, and the communities we serve during our program launch. Additionally, they will support efforts to establish a Community Advisory Committee, which will be instrumental in driving key program design and implementation decisions.

The Program Associate will also work closely alongside key partners to support the launch and development of the In Her Hands Westside site and other facets of the organization. These partners include community members, community-based organizations, and GiveDirectly, the implementation partner for In Her Hands. GiveDirectly is a non-profit organization that aims to reshape international giving – and millions of lives – by providing unconditional cash grants directly to the world’s most underserved communities.

In addition to supporting the launch of In Her Hands, the Program Associate will support other projects, activities, and internal processes at GRO as needed

The GRO Fund is committed to collaborating with national and local partners alongside community members to ensure our programs reflect the best practices and are developed and executed in coalition with impacted communities and others engaged in economic and racial justice work.

This position is fully funded for five to six months.

## **Responsibilities**

### ***Program Design and Implementation (25%)***

- Support the Director of Programs and Program Manager to develop and refine aspects of the program design and implementation through research, community engagement, stakeholder engagement and other approaches as needed
- Support the Program Manager with the development of the Community Advisory Collective, including the coordination of meetings, mixers, and written communications
- Serve as a key coordination lead for In Her Hands program mobilization and launch activities to ensure internal staff and external partners are aligned and synchronized
- Perform enrollment tasks such as overseeing scheduling, facilitating in-person sessions, data collection, and benefits counseling.
- Support with event planning to include venue sourcing, arranging set-up, and communicating event details to community members or participants
- Assist in developing meeting agendas, taking notes, and synthesizing meeting deliverables
- Collaborate with GRO staff to ensure seamless program operations across the organization.

### ***Community Engagement (30%)***

- Support the development and design of the program’s comprehensive community engagement strategy, including crafting unique outreach approaches
- Support the Program Manager in cultivating relationships with key community stakeholders, local service organizations, program champions, and advisory board members

- Develop relationships with community members to anticipate, convey, and respond to the needs and concerns of participants throughout the course of the program
- Facilitate person-centered in-person outreach activities that tastefully engage community members and stakeholders
- Lead minimal on-the-ground mobilization efforts like flyering, canvassing businesses, and tabling
- Support with the development of program tangibles and written communications
- Monitor and evaluate the impact of community engagement efforts by synthesizing feedback to make informed recommendations for improvement

### ***Customer Service (20%)***

- Serve as a trusted resource for members of the community, local organizations, and participants, responding to their communications in a timely and professional manner
- Provide in-person technical support to community members during various application and enrollment events, offering assistance with web-based applications and technology troubleshooting
- Follow protocols to resolve participant cases through communication, data entry, and/or escalation of more serious matters to the appropriate individuals

### ***Team Support (25%)***

- Support other work portfolios and projects as needed
- Conduct research and data analysis to support program development and policy decisions
- Support in the development of external facing memos and presentations that summarize the program's progress and impact
- Support with organizational operations and additional programmatic tasks as needed
- Support the Directors of Programs and Executive Director with scheduling meetings, and notetaking; these responsibilities shared across the team

### **Desired Qualifications**

- A minimum of 3 years of work experience in a role that required project/program assistance and/or direct service delivery
- Previous experience in community engagement or community development is preferred
- Knowledge of public benefits specific to Georgia
- Familiarity with community organizations and/or resources across metro-Atlanta
- Deep understanding of the drivers of the racial wealth gap
- A demonstrated commitment to economic, racial, and/or gender justice
- Experience utilizing a humanistic and person-centered approach to engage with often disenfranchised communities and populations
- Exceptional communication, organizational, and time management skills
- Excellent project coordination skills, including with projects involving external partners
- Strong research and writing skills
- Proficiency in technology (smartphones, tablets, computers)
- Willingness to speak up, suggest new ideas, receive feedback, and adjust plans to ensure the successful timely completion of goals

- Ability to work in a fast-paced, deadline-driven environment with occasionally unpredictable hours, support multiple tasks at once, and deliver excellence independently and collaboratively
- Ability to work both independently and as a team member with personal enthusiasm, optimism, humility, and a sense of humor

## Location

This role is based in Atlanta, GA. Remote work is permitted but candidates must live in Georgia and be available to work in the metro-Atlanta area. The candidate may be expected to travel to locations across metro-Atlanta (up to 30% of time) throughout the duration of the program. We currently have an office co-working space for staff in Atlanta where our team meets regularly.

## Apply

Interested candidates should email their resumes and a brief cover letter as attachments to Chyna Quarker at [chyna@thegrofund.org](mailto:chyna@thegrofund.org) and copy [ops@thegrofund.org](mailto:ops@thegrofund.org) by **April 15, 2024** with the subject “Application for In Her Hands Program Associate.”

Cover letters should include:

- Why do you want to work for the GRO Fund?
- What experience do you bring to the role?
- What is not on your resume that we should consider?

The target start date is early May 2024. Flexibility will be given to the best suited candidate. References will be requested from finalists.

*The GRO Fund is an equal-opportunity employer that centers racial justice in its work internally and externally. We are committed to equity and diversity and to the recruitment and retention of people from backgrounds traditionally excluded from philanthropy, including Black, Indigenous and people of color, LGBTQ+ individuals, and people with disabilities.*