



## **Program Assistant**

FamilyAid Boston, the city's largest human service agency solely focused on ending childhood and family homelessness, is seeking a Program Assistant to coordinate, track, report and implement multiple financial supports to FamilyAid's prevention and diversion clients.

The Program Assistant will support the administration of FAB's prevention and diversion financial assistance programs. The position will accurately detail and implement FAB's financial assistance processes and workflows designed to ensure greater financial stability for homeless and at-risk families. This position is responsible for accurate, timely adherence to program requirements, and managing the program's general administrative activities in coordination with the Program Administrator, program management, case management staff, and finance department.

The successful candidate will have experience in accounting and managing budgets. Ability to learn quickly and willingness to take on responsibilities. Possess strong interpersonal and communication skills, problem-solving skills, and attention to detail. Bachelor's degree required.

FamilyAid Boston 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](mailto:hr@familyaidboston.org). Applications will be reviewed on a rolling basis.