



Program Assistant

FamilyAid Boston (FAB) is Greater Boston's leading provider of solutions to family homelessness. Its mission is to empower parents and caregivers facing homelessness to secure and sustain housing and build strong foundations for their children's futures.

To support these strategies, the agency seeks a dynamic, driven Program Assistant to ensure accurate implementation of FAB's funding processes and workflows.

The Program Assistant will support the Program Administrator and Case Managers in daily program needs and managing the program's general administrative activities.

The successful candidate will have a bachelor's degree. Experience with accounting and managing budgets preferred. Experience with subsidized/low-income/tax credits housing and strong understanding of the Boston and Metro rental market. Experience managing budgets. Flexibility to work in office.

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 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. Applications will be reviewed on a rolling basis.