



RESOURCE DEVELOPMENT ASSOCIATES
230 4th STREET | OAKLAND, CA 94607
(510) 488-4345 | FAX (510) 444-1434
www.resourcedevelopment.net

POSITION TITLE: Program Associate-Social Services
HOURS: Full time
LOCATION: Oakland, CA
SALARY: Salary range based on experience

Organizational Overview

RDA is a mission driven consulting firm with a 30-year history; our commitment to social justice permeates every aspect of our work. We provide consultation to city, county, and state agencies and non-profit organizations through the provision of planning, evaluation, resource and organizational development, data analysis, facilitation, and training and technical support services. Our efforts are aimed at addressing persistent social, health and economic problems of populations served by public agencies. Learn more about our mission, services, and strengths-based approach to our work at www.resourcedevelopment.net.

Position Summary

Resource Development Associates is seeking a highly-motivated individual with strong qualitative data collection and analytical research and writing skills. The Program Associate should have an understanding of non-profit and public sector organizations, particularly social service agencies and local organizations addressing issues including child welfare, workforce development, and housing. The ideal candidate will also have successful experience in strategic and program planning, and/or grant writing efforts, and a demonstrated commitment to social and economic justice. Program Associates work as members of project teams with Research Associates and Senior Program Associates on a wide variety of projects including but not limited to program evaluation, program, operational, and strategic planning, implementation support, and grant writing. The Program Associate position is a mid-level position and can lead to other levels of employment.

Responsibilities

- Facilitate meetings, workshops, and conferences on behalf of RDA;
- Organize and conduct focus groups and key informant interviews;
- Finalize data collection tools;
- Prepare and conduct quality review of report charts and graphs to ensure completeness, accuracy and relevance;
- Conduct research on best practices and prepare literature reviews;
- Prepare written submissions in response to requests for proposals;
- Work directly with RDA clients to provide support and develop collaborative working relationships;
- Prepare PowerPoints and other materials for presentation at internal and external meetings;
- Work as a team member with other staff on multiple projects and efforts;
- Draft and finalize evaluation reports, strategic plans, grant proposals, and needs assessments.

Minimum Qualification

- Master's degree in social work, education, or administration preferred
- Three years work experience in governmental or non-profit organizations
- Excellent communication skills including verbal and written
- Display professionalism in the workplace and the field, and manage confidential data
- Ability to work well independently and as part of a team
- Strong attention to detail and time management skills
- Demonstrated experience in being a quick learner and self-directed
- Multilingual skills desirable
- Experience working with culturally and ethnically diverse communities



Program Associate

Job Description

Employee Benefits

- 100% RDA sponsored health / dental / vision insurance
- RDA sponsored long & short-term disability Insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses
- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years

To Apply: Please send cover letter, resume, three references, writing sample and salary history to admin@resourcedevelopment.net. This job will remain open until filled. No phone calls please. RDA appreciates each application it receives, but due the volume of responses for positions at RDA, only candidates who best fit the needs of the organization will be contacted.

As an equal opportunity employer, RDA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply.