



Program Assistant - Religion and Theology Program

The Henry Luce Foundation seeks a Program Assistant to support our Religion and Theology program.

About the Henry Luce Foundation

The Henry Luce Foundation, established in 1936, is a private, nonprofit organization that seeks to enrich public discourse by promoting innovative scholarship, cultivating leadership, and fostering international understanding. With a focus on American art, Asia, theology, higher education, and public policy, the Foundation invests in programs that break new ground, inspire action, and create positive change.

A Vibrant and Collaborative Work Culture

With a staff of 25, the Foundation offers an opportunity to build collaborative relationships across the organization in support of grantmaking. We offer an optional hybrid work schedule with most employees on site on Tuesdays, Wednesdays, and Thursdays. Our excellent benefits package includes 3 weeks of vacation time, holiday closing during the last week of the year, and a generous contribution to employee retirement savings.

Program Assistant Duties and Responsibilities

Partnering with scholars of religion, faith leaders, journalists, artists, museum curators, and communities of faith, the work of the Religion and Theology programs strengthens understanding of the great diversity of American religion, promotes more curious and civil public conversations, and stimulates faith-rooted efforts to envision and build a more just, compassionate, and democratic world.

The Program Assistant supports our grantmaking in this area including review of inquiries, proposals, reports, and requests for amendment; research and data analysis; communicating with grantees and other partners; and managing program-related events. The Program Assistant also ensures that program records are complete and that all actions related to inquiries, proposals, and grants have been documented and recorded.

Qualifications

The ideal candidate has strong interest in the field, as well as a bachelor's degree and a minimum of two years of relevant work experience or advanced education.

Compensation

The Foundation provides a competitive benefits package, generous time off policies and operates on a hybrid work schedule of three days in office work, and two days of remote work. The salary for this position is \$70,000.

Click here to apply for this job:

https://workforcenow.cloud.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ec0576c7-aebc-4922-8edc-18cc1140c0f7&cclid=19000101_000001&jobId=125567&lang=en_US&source=CC2

The Henry Luce Foundation is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.