



Position Description – Program Associate

Springboard to Opportunities

Springboard to Opportunities is a 501(c)3 organization that connects families living in affordable housing with resources and programs to help them advance themselves in school, work, and life. We are practitioners, working on the ground and deeply embedded in community and guided by our radically resident-driven model, ensuring all we do is informed by the voices and wisdom of our residents and implemented in partnership with them. Our hope is that residents of affordable housing recognize their power to create change in their lives, community, and the larger social structures around them and feel equipped with the tools, resources, and support systems necessary to enact that change.

Program Associate – Overview

The Program Associate supports the planning, coordination, and execution of Springboard to Opportunities' community-centered programs and initiatives. This role includes both program coordination and community-facing responsibilities, with a significant portion of time dedicated to direct engagement with residents and community partners.

The Program Associate plays a key role in fostering resident engagement, implementing creative programming, and supporting the delivery of high-quality, resident-informed experiences. This position requires adaptability in response to changing community dynamics and programming needs, as well as initiative in identifying solutions and contributing to program development. The Program Associate collaborates closely with program managers and other team members to build strong community relationships, ensure smooth program operations, and drive the success of Springboard's mission on the ground.

Key Responsibilities

Community Engagement

The Program Associate supports the planning, coordination, and execution of Springboard to Opportunities' community-centered programs and initiatives. This role includes both program coordination and community-facing responsibilities, with a significant portion of time dedicated to direct engagement with residents and community partners.

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program development. The Program Associate collaborates closely with program managers and other team members to build strong community relationships, ensure smooth program operations, and drive the success of Springboard's mission on the ground.



Program Coordination

- Support planning and implementation of programs and initiatives in collaboration with program managers and the broader team.
- Manage logistics for program activities, including scheduling, materials preparation, vendor coordination, and travel arrangements.
- Develop and adapt educational materials, session content, and internal/external communications aligned with program goals.
- Track program activities and support evaluation efforts to inform reflection, learning, and continuous improvement.
- Contribute to a collaborative, mission-driven team culture rooted in creativity, equity, and shared leadership.
- Perform additional responsibilities as needed to support organizational priorities and cross-team collaboration.

Qualifications

- Bachelor's degree or equivalent experience.
- Organizing, advocacy, and community building experience is a plus.
- At least 2 years of experience coordinating or managing programs, projects, or community-based initiatives.
- Demonstrated ability to build strong, trusting relationships and engage effectively with diverse communities.
- Experience with outreach, facilitation, and community engagement in settings that require flexibility and cultural humility.
- Strong organizational and time management skills, with the ability to manage multiple priorities and follow through on execution.
- Creative problem-solving skills and comfort navigating ambiguity or adjusting plans in real time.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with Microsoft Office, Google Workspace, Canva, and data tracking systems.
- Familiarity with the Greater Jackson Area and Mississippi-based community resources is preferred.

Compensation

The starting salary range for this position is \$50,000 and will vary depending on experience.

Working Conditions/Atmosphere

This is primarily a day shift position to include 40 hours a week, exempt from overtime pay. This is an in-person position and will require working from the Springboard to Opportunities office in Jackson, Mississippi.

How to Apply



Please submit a resume and cover letter to info@springboardto.org with the subject line "Program Associate."