**Boston Network for International Development**

Programs Associate - Consultancy Description

[Boston Network for International Development (BNID)](https://www.bnid.org/) is seeking a **Programs Associate** to lead marketing/social media and project coordination for our network programs. Because BNID is a small and mostly volunteer-run organization, this role is **part-time** (~8-10 hours per week) and **flexible** (work remotely and on your own schedule).

This is a part-time, contract position for someone looking for a mission-driven side gig, or who has a flexible schedule and is interested in Boston’s international development community.  
  
**About BNID:**

BNID was founded in 2004 with the goal of serving as a point of connection for the Greater Boston area on issues of international development and global justice. We define “international development” broadly - our network includes individuals, INGOs, universities, and others engaged in a wide variety of sectors including humanitarian aid, peacebuilding, education, public health, diplomacy, and so much more.

As a network hub, BNID brings people together - we provide a space for the international development community to grow and learn together. We organize social events as well as programs on current trends, career development, knowledge sharing, non-profit management, etc. BNID also aims to raise the profile of Boston as a hub for international development.

BNID is run by a small, fully-remote team which includes the Program Assistant, Executive Director, Board members and interns.

**About the Consultancy:**The Programs Associate works closely with the Executive Director, Board Chair, and other Board members. BNID is run by a fully-remote and part-time staff, so we are looking for a self-starter who can independently manage projects and events.

The responsibilities of the Programs Associate include:

1. **Marketing/social media:** Contribute to BNID’s marketing outreach and strategy, including managing BNID’s social media presence.
2. **Internship Program**: Oversee interns throughout the academic year and summer.
3. **Event Management**: Support virtual and in-person and virtual networking events, webinars, roundtable discussions, and social events with INGOs, universities, and other members of BNID’s community.
4. **Finance Support:** Assist with basic financial tracking and reporting, including processing incoming/outgoing payments and helping prepare finance reports.
5. **Administrative and communications tasks,** including managing our job/events board and website, email intake, and other tasksas they emerge.
6. **Other Duties as Assigned:** Support other tasks as assigned by the Executive Director.

**Time commitment**: Approximately 8-10 hours per week. Meetings, events and other commitments take place at varying times, so this position requires some flexibility, including periodic availability during regular business hours.

**Consultant Stipend**: $650 per month

**Duration**: May 2025 - May 2026

**Location:** Greater Boston area (within ~50 mile radius of Boston, with a willingness to travel for in-person events)

**Supervisor**: The Programs Associate reports to the Executive Director.

**Skills and Qualifications:**

* At least 2-3 years of work experience, preferably in the non-profit sector and/or in a similar event management/marketing role
* Interest in international development and global justice
* Demonstrated project and event management skills
* Exceptional attention to detail and ability to handle a variety of small, task-oriented work
* Highly organized, with strong time management skills
* Ability to work independently and take initiative in resolving problems
* Ability to work effectively with collaborating groups
* Strong time management and organization skills
* Social media / communications experience desired
* Graphic design skills (e.g. Canva) desired
* Familiarity with tools such as **WildApricot, Mailchimp, Buffer desired**

**Application Requirements:**

Please apply by submitting **a resume and cover letter** to [yingjing@bnid.org](mailto:yingjing@bnid.org) by **April 25**. Applications will be accepted on a rolling basis. Please note that applications without a cover letter will not be considered.

**NOTE**: We will begin interviews before the deadline and strongly encourage candidates to apply early.

**BNID’s Commitment to Diversity, Equity, and Inclusion (DEI):**

As we work to improve our practices around diversity, equity, and inclusion at BNID, we’re interested in candidates who will be equally committed to our vision of improving our practices for racial, gender, and social justice. We value the leadership of People of Color, LGBTQIA+ individuals, disabled persons, and other marginalized communities, and encourage candidates who reflect all forms of diversity to apply.

Please direct any questions to info@bnid.org.