



Program Associate

Full-Time | 32 Hours/Week | 4 Days/Week | Remote | Salary: \$40,000 | No Benefits

About BAMAH

BAMAH is a cultural dialogue and exchange organization that leverages the arts as a tool to build relationships across communities. At the heart of our work is a commitment to strengthening the Black–Jewish alliance. We embed artists from Israel within semester-long, credit-bearing courses at universities across the United States, with a priority focus on HBCUs. The work begins in the classroom and extends into the community, connecting students, artists, Jewish communal partners, and civic leaders through shared creative experience.

Since 2022, BAMAH has completed more than 22 residencies, delivered 23 accredited undergraduate courses, and engaged nearly 20,000 public participants. Every HBCU that has piloted a semester residency with BAMAH has extended into a multi-year commitment. We are now entering a phase of disciplined national growth, expanding into Houston, Greensboro, Tuskegee, and Baltimore while deepening relationships in Atlanta and New Orleans.

This is a small, high-performing team doing work that is both relational and complex. We move with intention, hold high standards, and believe that sustained artistic collaboration can change how communities understand each other.

The Role

The Program Associate is a core member of BAMAH's program team. You will be embedded in our active residencies, building direct relationships with university partners and visiting artists, coordinating logistics, collecting impact data, and helping bring BAMAH's public programming to life.

You will report directly to the Chief Program and Strategy Officer and work in close coordination with the CEO. You will serve with the internal title of Senior Fellow, a designation that reflects BAMAH's investment in your professional development and long-term growth within the organization.

Employment Details

This is a full-time, 32-hour-per-week position. You will work four days per week on a remote schedule. The role is salaried at \$40,000 annually. BAMAH does not currently offer benefits for this position, but it is our intention to extend this to a benefitted role as our organization continues to grow.

What You'll Do

HBCU and University Partnerships (50%)

- Build and maintain working relationships with faculty contacts, department coordinators, and program administrators at BAMAH's partner universities.
- Support the onboarding of new university partners, helping them understand the residency model and what successful integration looks like.
- Monitor signals of partnership health and surface concerns early to program leadership.
- Serve as a consistent, reliable presence for our university partners throughout the semester.

Residency Coordination and Impact (25%)

- Track course enrollment, scheduling, and logistics across multiple cities simultaneously.
- Prepare artists and faculty partners for each phase of the residency with timely communication and organized materials.
- Attend and help facilitate artist orientation, public capstone events, exhibitions, and performances where possible.
- Administer pre- and post-course surveys and compile attendance, enrollment, and outcome data for internal reporting and funder communications.
- Gather qualitative stories, student reflections, and testimonials that capture the impact of the work.
- Support implementation of BAMAH's five-domain Residency Scorecard as it moves into full deployment.

Program Promotion and Brand Awareness (25%)

- Serve as BAMAH's primary social media manager, developing and executing content across platforms that reflects the voice, mission, and reach of the organization.
- Develop and design BAMAH's newsletters, ensuring consistent, compelling communication with our community of partners, supporters, and followers.

- Take primary responsibility for increasing BAMAH's brand awareness on HBCU campuses, including student outreach, campus presence, and digital visibility.
- Support planning and execution of public-facing programming, including community activation events and capstone performances.
- Contribute to the development of the Collegiate Festival of Black–Jewish Arts as it grows into a national flagship property.
- Coordinate logistics for events including venue communication, materials preparation, and day-of support.

Travel Expectations

This role requires travel approximately 8 to 12 days per year. Travel is typically tied to residency capstone events, public programming, artist orientations, or team gatherings. We will provide advance notice and coordinate scheduling with you.

Required Qualifications

- Bachelor's degree or equivalent experience
- Highly organized and dependable — you follow through, communicate proactively, and don't let things fall through the cracks
- Strong written communication skills, including the ability to draft clear, warm, professional correspondence
- Comfort working remotely across multiple workstreams and time zones
- Genuine curiosity about BAMAH's mission and the communities we work with

Preferred Qualifications

- Experience working with or within HBCUs or majority-Black institutions
- Familiarity with Black–Jewish history, interfaith dialogue, or cultural exchange work
- Experience with arts programming, cultural exchange, higher education administration, or nonprofit coordination
- Based in and/or familiar with Black and Jewish communities and institutions in communities where we currently work or aspire to work (DC, Georgia, Texas, Louisiana, Maryland, North Carolina)

Who You Are

You are someone who is energized by being close to real programs and real communities and excited to be a part of a new and growing initiative. You bring follow-through and warmth in equal measure. You want to understand why the model works,

not just manage the logistics. You are a strong written communicator who can move between a faculty email and an internal update without losing your voice.

Experience with arts programming, cultural exchange, higher education administration, Black-Jewish initiatives or nonprofit coordination is welcomed but not required. We will invest in your growth.

No candidate will meet 100% of these qualifications. If this work resonates with you, we encourage you to apply.

What We Offer

- A full-time remote position (four days a week, 32 hours/week) with a salary of \$40,000
- Direct access to senior leadership and meaningful responsibility from day one
- The experience of working inside a growing national organization at a defining moment in its history
- A formal leadership development track as a BAMAH Senior Fellow
- A mission that is real, relationships that matter, and work you can point to
- A trust-based work environment driven by values

How to Apply

Send your resume and a written statement of 300–500 words telling us why this role and why now. We will not read a formal cover letter. We want to hear directly from you — who you are, what draws you to this work, and what you would bring to it.

Applications should be sent to flolow@bamaharts.org.

BAMAH is an equal opportunity employer. We are committed to building a team that reflects the communities we serve.