

**The Johnson Foundation at Wingspread**  
**Program Associate**

The Johnson Foundation at Wingspread is dedicated to serving as a catalyst for innovative public and private solutions to support healthy local communities. . We are looking for a **Program Associate** to join our team. We are looking for someone who has a passion for serving the community and wants to contribute to program development and convening meetings for impact.

**Position Responsibilities:**

- Collaborates with the Program Officer to research and develop programs that will further the aims of the Foundation's mission and program goals.
- Reviews conference proposals and recommends viable conference which meets the program guidelines. Corresponds with conveners, making recommendations to program content, appropriate participant list, agenda and other materials.
- Assist with communication strategies and execution, including social media, website, and regional radio, print, and television contracts.
- Serve as host for conference and program events.

**Position Requirements:**

- BA/BS in Public Policy, Social Work or related field required, Master's preferred.
- Minimum of 2 years of not-for-profit environment.
- Strong written and verbal communication skills.
- Ability to read, analyze, and interpret conference proposals, periodicals, professional journals, and other Foundation related correspondence.

Please email resumes to [lauren.boldt@mrnet.org](mailto:lauren.boldt@mrnet.org)