

Job Title: Program Assistant
Employer: New York State Interest on Lawyer Account Fund
Location: New York, New York
Date Posted: June 23, 2026
Deadline: Open Until Filled; Review Begins July 3

About New York State Interest on Lawyer Account Fund

Founded in 1983, with the strong support of the New York State Bar Association, the legislature created the IOLA Fund to provide additional financial support to civil legal service organizations that had been decimated by federal budget cuts. Today, the IOLA Fund helps low-income people in New York State obtain help with civil legal problems affecting their most basic needs, such as food, shelter, jobs, and access to health care.

The IOLA Fund is a fiduciary fund administered by IOLA's publicly appointed Board of Trustees. The revenue is held in the custody of the State Comptroller and, subject to government procurement rules, provides the funding for grants awarded by the IOLA Board of Trustees to non-profit civil legal services providers for the purpose of delivering civil legal services to low-income New Yorkers and for improving the administration of justice. IOLA grantees vary in size and focus, providing a myriad of legal services: direct representation, advice and counsel, pro se assistance, legal education, and referrals to low-income or otherwise disadvantaged individuals. IOLA grantees also provide legal trainings, engage in partnerships and community collaborations, and initiate impact cases that enhance the quality of life for all New Yorkers.

The Opportunity

The IOLA Fund is seeking a skilled and collaborative **Program Assistant** to join its trusted and mission-driven team. Reporting to the Deputy Director of Programs, the Program Assistant will support the program team with efficient operations and effective grant management.

The essential functions of the Program Assistant position include:

- Provide administrative and logistical support for grantee communications, community events, and special initiatives, including the Justice Infrastructure Project.
- Support the Senior Program Associate and Government Affairs Coordinator with grantee data tracking for the Annual Report and ad hoc requests.
- Perform annual verification of grantees' charity status.
- Perform periodic reviews of grantee pre-qualifications and vendor responsibility.



- Data entry and report generation in applicable grant management systems (e.g., SmartSimple and SFS).
- Assist with the creation of payments in the Statewide Financial System (SFS).

Qualifications and Education Requirements

- Proficiency with Microsoft Office Suite
- Well organized with the ability to work independently and manage priorities under tight deadlines

Preferred Skills

- A bachelor's degree
- Computer graphics or data visualization skills
- Experience with New York State systems (e.g., SFS, EDSS, etc.)
- Experience with grant management software (e.g., SmartSimple)
- Previous grantmaking, nonprofit, or government experience

Compensation & Benefits

- Salary: \$50,000 - \$60,000, commensurate with experience.
- Benefits: health and prescription drug benefits under the New York State Health Insurance Program (Empire Plan), Dental insurance, Vision Care, New York State Flexible Spending Account, NYS-Ride, life insurance, employee assistance program, New York State retirement plan, paid time off, and more.
- IOLA operates in a hybrid work environment.

Contact

To express interest, please submit a cover letter and resume to careers@iola.org.

IOLA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants. To learn more about IOLA Fund, please visit www.iola.org.