



Job Description: Program Associate

Reports to: Senior Director

Location: US/remote, with a strong preference for candidates able to work on Eastern Standard Time

Salary Range: \$90,000-\$110,000

About the AI Now Institute

The [AI Now Institute](#) is a leader in the growing field of organizations engaged on the impact of AI on society. Formed in 2017, we are known for our integrity, our bold approach, and unique ability to bridge across the many actors engaging on these issues, from high level expert forums to community organizing. We have written extensively on [corporate power in the AI industry](#), [AI industrial policy](#), and [AI data center expansion](#), among other issues.

We are at a pivotal moment in the fight to shape the future of AI and its role in society. The demand for clear analysis and strategic interventions has never been greater. To meet this moment, we are scaling up our team to build our capacity for urgently needed impact.

The Role: We're looking for a Program Associate to help execute our programs so they can be maximally impactful. With a bias to action and high degree of attention to detail, this individual will work at the frontline of executing AI Now's flagship reports and events, providing support to the Senior Director across the range of projects and issue areas we work on. As part of a small and dynamic team, we are looking for someone who will be excited by working flexibly across incisive policy strategy, critical research, program execution, and engaging with a wide range of audiences.

What You'll Do:

- *Program Execution:* You'll act as a key pillar in the execution of AI Now's flagship programs and convenings, including reports, events, trainings, and coalition gatherings across an array of issue areas. Help take our programs from 0 to 1 by keeping on top of project plans, timelines, and deliverables, communicating with key partners, and maintaining knowledge management systems to aid visibility and alignment across the wider team. Oversee copyediting, fact-checking, and footnoting for all written publications.
- *Research and Analysis:* Serve as core research support to the Senior Director, producing high-quality analysis across a range of our core issues (corporate power, markets and competition, AI industrial policy, AI accountability, labor, surveillance, climate, and security). Synthesize existing bodies of research, conduct legal and policy analysis as needed, and serve as an internal subject-matter resource on key policy



topics on quick timescales attuned to the pace of policy movement on these issues.

- *Policy Strategy & Engagement:* Support and inform the execution of the organization's policy strategy, with a focus on tracking and responding to legislative and regulatory developments at the local, state, and federal levels. Maintain internal policy trackers, prepare for legislative briefings, and support engagement with policymakers and key policy partners.

What You Bring:

- 3-5 years experience in policy advocacy, program management, and/or policy, economic, or legal research, either directly related to technology, AI, and corporate power, or adjacent areas
 - *A law degree would be beneficial but is not essential.*
- Skilled and comfortable communicating effectively with a range of stakeholders and audiences (policymakers, organizers, media), in writing and public speaking
- Experience taking projects from conception to execution. Strong organization and project management skills, including the ability to track simultaneous projects and respond effectively to time-sensitive requests. You have a strong attention to detail and get excited by small details (footnoting) and big picture strategy in equal measure.
- Strong demonstrated research and writing skills, with ability to quickly synthesize research into accessible talking points for a range of audiences, memos, and external-facing reports
- Comfortable with ambiguity and excited to grow within a small organization. You're a self-starter who is not afraid to jump in when needed.

Job Details:

- **Compensation and Benefits:** The salary range is \$90,000-\$110,000 annually commensurate with experience. We offer competitive compensation and benefits packages.
- **Location:** This is a full-time role with a strong preference for candidates based in the Eastern Standard Time Zone. While we are a partially remote workplace, we will begin working flexibly out of a shared office space in the Flatiron District in fall 2026.

To Apply

AI Now is committed to the principle of equal employment opportunity, and our commitment extends to our hiring process. If you believe this is a role that you will excel at, even if you don't meet all the job requirements listed, we suggest that you apply anyway.

Please email jobs@ainowinstitute.org with the application materials listed below by **end of day Monday, May 25, 2026**

- Subject line: Program Associate - [Your Name]



- Resume
- Cover letter briefly explaining your interest in the role and relevant experience

Please Note: If you use AI for any part of your application, please disclose at the bottom of your cover letter which tools you used and how.