Requisition Number: 44-0755

Post Date: 07-11-2021

Title: Program Assistant, Northern Tier Europe

Location: Washington, D.C.

# Description

National Endowment for Democracy (NED)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks a Program Assistant with emphasis on Northern Tier Europe**.** This is an entry-level position on our Europe regional program team. This position is based in Washington, D.C.

# Position Summary:

The Program Assistant provides day-to-day administrative and programmatic support to the Europe program staff.

# Responsibilities:

* Provide general administrative support to the Europe Section staff;
* Receive, process and distribute incoming proposals and grantee materials;
* Respond to general inquiries regarding the proposal process;
* Assist in preparing proposal summaries, budgets and related materials;
* Provide programmatic support to Program Officers and the Senior Director;
* Maintain a database of contacts in the region;
* Help to organize meetings, roundtables and other events on Europe-related topics;

# Qualifications:

Knowledge/Experience:

* Bachelor’s degree in political science, regional studies, international relations, history or other relevant discipline;
* Proficiency in Microsoft Office applications;
* Administrative and/or programmatic experience, preferably in the nonprofit sector.

Other Qualifications:

* Demonstrated interest in and knowledge of the political and civil society issues in Europe;
* Strong written and oral communications skills in English required;
* Fluency in Russian (reading, writing and speaking) is required;
* Proficiency in relevant regional languages is an advantage;
* Authorized to work in the United States.

Competencies:

* Attention to detail and the ability to multi-task;
* Excellent interpersonal communication skills;
* High degree of organization and initiative.