

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.