

Job Announcement

PROGRAM ASSISTANT

The National Center for APEC (NCAPEC) is seeking a motivated team player who is highly organized, has great communication skills and is interested in learning about international trade policy while supporting the operations of a fast-paced business association. This entry-level position offers a unique opportunity to build experience and skills toward a career in international business and trade policy through exposure and engagement with some of the United States' leading companies active in the Asia-Pacific region and in the Asia-Pacific Economic Cooperation (APEC) organization. Our offices are in the vibrant Belltown area of Downtown Seattle overlooking Puget Sound. This position provides occasional opportunities for domestic and international travel, including to the annual APEC CEO Summit.

About NCAPEC:

We are the only U.S. business association focused exclusively on facilitating private sector engagement in the Asia-Pacific Economic Cooperation (APEC) organization. On a daily basis, the NCAPEC team works with our Member companies to advance their policy priorities in APEC's discussions on trade and economic issues. NCAPEC staff also work with government officials and business representatives from around the Asia-Pacific region to promote initiatives in areas including energy security, health, trade facilitation, the digital economy, women's economic empowerment and more.

Position Description and Responsibilities:

The Program Assistant works closely with NCAPEC's President and senior team leaders to bring order and a "no ball drop" mentality to a busy office. The person in this position has frequent contacts with senior level U.S. and international executives and government officials via telephone, email, and in person.

Executive Support

- Be the gatekeeper for all emails and calendar requests, schedule meetings (in-person and by phone) in multiple time zones;
- Orchestrate complex arrangements for domestic and international travel for executive staff;
- Communicate in an engaging, warm and professional way – both in writing and verbally – with team members, Board representatives, government officials and dignitaries; the Program Assistant is often the initial point of contact with our members and constituents;
- Manage time effectively and coordinate follow through to support the President's Board-related activities by tracking Board member recruitment, Board engagement and event sponsorship outreach;
- Develop materials and logistics for Board and subcommittee meetings and calls, document and post meetings minutes with exceptional organizational skill and accuracy.

Administrative and Program Support

- Coordinate staff meetings, including agenda development and following up on outcomes;
- Update frequently accessed documents, including NCAPEC's calendar of events;
- Answer calls and direct inquiries to the appropriate staff member;
- Draft and edit documents, presentations, and reports, as well as organize and research data and information;
- Provide other office support functions as requested, including preparation of meeting agendas and minutes, contact list maintenance, mailings, and document formatting and preparation;
- Other work as assigned such as support for marketing, communications and social media projects.

Qualifications:

This position requires superlative planning, organizational, multi-tasking skills, the demonstrated ability to work independently and under pressure, and the following qualifications:

- Ability to see what needs to be done and execute on it with minimal supervision;
- Agility in response to changing work situations and priorities;
- Proficiency with Microsoft Office programs, most importantly Outlook, Word, OneNote and Excel;
- Experience with programs including Dropbox, Mailchimp, Smartsheet and Publisher is preferred;
- Prior experience working with an international association is strongly preferred;
- Bachelor's degree in communications, international studies, public policy or another related field, or equivalent work experience, is required.

Compensation and Benefits:

This is a full-time, salaried position with a competitive salary scale. The National Center for APEC offers a competitive benefits package and an excellent working environment and has a track record of internal promotion from this position.

To Apply:

Please submit a cover letter, résumé and contact details for three references by **March 23, 2018** to Linda Eng at info@ncapec.org. NOTE: No telephone calls or office visits please.