

NCAPEC Position Announcement

Program Director

Position Summary:

The Program Director (PD) will work with NCAPEC Board Members to identify issue-specific policy goals and objectives, and facilitate the coordination, planning, and implementation of sectoral projects, publications, events and other initiatives in line with NCAPEC Members goals and objectives. The PD will also track and report on developments on a portfolio of issues that are of interest to NCAPEC's membership, including but not limited to investment and infrastructure, services, energy security and intellectual property rights. This is a full time position which reports to NCAPEC's Executive Vice President.

Duties and Responsibilities:

- Work closely with the U.S. business sector, U.S. government, and other relevant stakeholders to identify priorities and initiatives for a variety of policy issues relevant to U.S. businesses and the Asia-Pacific region.
- Organize regular meetings (in-person and via teleconference) for NCAPEC members and stakeholders to provide updates on issue related developments.
- Craft key messages and presentations for senior NCAPEC staff and NCAPEC Board Members (e.g. draft talking points, read-outs, white papers, blog posts, PowerPoint presentations).
- Provide staff support for senior NCAPEC staff and Board Members as needed.
- Identify issue specific Board Member goals and objectives and develop work plans and deliverables to meet those goals (e.g. public-private dialogues, white papers, speaking opportunities for business sector)
- Attend and report on relevant meetings for sectoral issues and brief senior NCAPEC staff as needed.
- Domestic and international travel to APEC meetings four or more times per year.
- Establish strong working relationships with government officials from the U.S. and other APEC economies, partner organizations and relevant stakeholders

Education and Experience:

- The successful candidate must have a Bachelor's degree in international affairs (or related) field and/or equivalent experience plus three to five years of policy advocacy experience;
- The person in this position will work with a variety of audiences; candidates who have experience working with business executives, government officials and international audiences will be strongly considered;
- Prior policy advocacy experience in a similar not-for-profit organization, agency or corporate setting;
- Experience and interest in the field of international public policy.

Core Competencies:

- Excellent communication skills –ability to lead meetings and speak effectively to large groups
- Excellent inter-personal skills - ability to develop strong working relationships with a variety of stakeholders, including senior level business leaders and officials
- Superior writing skills – crafting event reports, policy messages, issue-specific publications
- Strong project management and planning skills;
- Ability to multi-task, organize and prioritize workload;
- Ability to quickly adjust to changes in priorities

- Superior listening and consultative skills and eagerness to learn and contribute to positive organizational change;
- Ability to work independently and collaboratively as part of team.

Software Requirements:

- Microsoft Office suite of programs

Compensation:

The National Center for APEC offers a competitive salary and benefits package based on the applicant's experience. Benefits include health insurance, vacation time, and eligibility for a retirement plan after the first year of employment.

To apply:

Please submit a cover letter, resume and three professional references with telephone numbers by **February 12, 2016** to Linda Eng at leng@ncapec.org NOTE: No telephone calls or personal office visits please.

Applicants who are selected for employment will be required to verify authorization to work in the United States.