

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 international affairs to join our fast-paced business association staff.

Position Description:

This position is responsible for providing executive support to the President as well as administrative and general office support for a busy international business association, which includes meeting coordination, travel planning, event planning and a range of Board Member support services. The Program Assistant may also be asked to manage short-term projects as needed. This position has frequent contacts with senior level U.S. and international executives via telephone, email, and in person. Work will involve communication and a high degree of confidentiality. This incumbent will report directly to the President, and may take direction from other executive level staff of the National Center for APEC.

Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- Executive Support
 - Maintain the calendars, schedule meetings and conference calls in multiple time zones, and coordinate national and international travel for executive staff;
 - Draft and send correspondence and help prioritize tasks;
 - Support the President's Board-related activities by tracking Board development, Board engagement and event sponsorships;
 - Coordinate materials and logistics for Board and subcommittee meetings and calls, document and post meetings minutes;
 - Manage and organize existing and new contacts.

- Administrative and Program Support
 - Coordinate team meetings and events;
 - Update the NCAPEC's calendar of activities and maintain a staff schedule during the APEC CEO Summit and other high-level meetings as needed;
 - Support Board meetings and events by coordinating venues, catering, invitations and registration and performing other event coordination tasks;
 - Process incoming and outgoing correspondence;
 - Answer calls and direct inquiries to the appropriate staff member;
 - Other office support functions include making photocopies, collating documents, preparing mailings and shipments, and formatting documents;
 - Draft and edit documents, PowerPoints, and reports, as well as organize data and information;
 - Work on special projects as assigned.

Qualifications:

This position requires superlative planning, organizational, multi-tasking skills, and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. Must be proficient with Microsoft Office programs, most importantly Outlook, Word and Excel; other experience with Publisher, OneNote, Smartsheet, website support, layout and production of documents would be helpful. Prior experience working with an international organization is strongly preferred. Associate of Arts degree required, Bachelor's degree preferred.

Compensation and Benefits:

This is a full-time and 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. This position may involve periodic travel and occasional evening work at events.

To Apply:

Please submit a cover letter, résumé, and three references with phone numbers by **February 12** to Linda Eng at info@ncepec.org. NOTE: No telephone calls or personal office visits please.