



WORLD
AFFAIRS
COUNCILS of
AMERICA

Job Description

Operations and Programs Associate

Washington D.C.

WHO WE ARE

The **World Affairs Councils of America** is a nonpartisan nonprofit organization dedicated to engaging the public and leading global voices to better understand the world, the United States' international role, and the policy choices that impact our daily lives and our future. Based in Washington, DC, WACA supports 90 World Affairs Councils across the United States and promotes their programs and educational initiatives for diverse, multi-generational audiences. We bring the world to classrooms and C-suites, and to conferences in the nation's capital and town hall-style forums in communities across the country.

POSITION SUMMARY

WACA is looking for a mission-driven and member-focused individual to join a small team and manage our dynamic national office and our programming. The ideal candidate for the role is creative, proactive, results-oriented, and can conduct and lead multiple tasks and initiatives. The **Operations and Programs Associate** will work closely with the Communications and Marketing Manager and report to the President and CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Our **Operations and Programs Associate** will be responsible for contributing to our organization in the following ways:

- Provide executive support to the Chief Executive Officer (CEO) and staff, and serve as point of contact for internal (Board) and external constituencies (Council members, partners, the public)
- Update and develop membership directories and CRM for Member Councils, key staff, volunteers
- Manage bookkeeping through QuickBooks
- Support HR processes including but not limited to healthcare enrollment, payroll, and SmartBenefits
- Oversee registration and logistics for WACA's Annual National Conference and Academic WorldQuest High School Competition
- Liaise with vendors during the event planning process, including but not limited to venue management, catering, photographers, and printing (name tags, agendas, etc.)
- Implement new young professionals programming
- Development and execution of virtual and in person programming
- Train and manage volunteers and interns
- Support with general office duties and ad hoc projects and requests as needed

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QUALIFICATIONS

The successful candidate should have:

- Bachelor's Degree or equivalent level of experience
- 3+ years' experience in program implementation and/or event planning
- 1+ years' experience in virtual programming experience
- Highly professional demeanor and ability to communicate clearly with a wide variety of stakeholders including Council leaders and staff, national Board Members, donors, volunteers, and professional consultants
- Willingness to learn, utilize, and manage WACA's CRM database software
- Strong interpersonal communication skills
- Ability to work both independently and as part of a team
- Demonstrated interest in international affairs
- Technological proficiency in: Microsoft Office 365 (Outlook, Word, Excel, SharePoint, and PowerPoint), Google Suite, SharePoint, QuickBooks, Zoom, and Adobe Acrobat
- Integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change
- Applicants must be based in Washington D.C. area or willing to relocate

BENEFITS

Benefits include health care, dental, and vision; 403(b) retirement plan; option for one day remote work each week.

TO APPLY

Please submit the following to keuler@worldaffairscouncils.org by Friday, September 18, 2021:

- Resume
- Cover Letter