

PROGRAM ASSISTANT – GLOBAL TEAM

Do you want to strengthen civil society, advance civic freedoms, and enable public participation around the world? The International Center for Not-for-Profit Law ([ICNL](#)) is seeking a **Program Assistant** for a full-time, entry-level position based in our Washington, DC office. As part of ICNL's global team, the Program Assistant will support ICNL's staff and local partners by providing program and administrative assistance for ICNL's [global program](#). Illustrative responsibilities include:

- Assist in the management and administration of global programs;
- Assist the finance team to monitor spending, contribute to budget versus actual reporting, and coordinate program budget planning;
- Support ICNL global and regional teams in contract and grant management, and compliance with donor requirements;
- Draft donor reports, internal reports for use by ICNL management, and program-related communications for external audiences;
- Assist with development and implementation of monitoring and evaluation plans;
- Assist with research on topics relating to ICNL's mission;
- Assist in the organization of international and national-level events; and
- Assist the global team with program development and proposals.

Required Skills & Qualifications

- Bachelor's degree;
- Superior administrative and organizational skills and attention to detail;
- Excellent English writing and communication skills;
- Proficiency in Microsoft Word and Excel;
- Legal authorization to work in the United States.

Preferred Skills & Qualifications

- Master's degree in a relevant field;
- 1-2 years of professional experience in non-profit projects;

- Demonstrated commitment to human rights, international development, and related issues;
- Familiarity with project management tools;
- Experience with budgeting, monitoring and evaluation;
- Experience working in multinational teams and on complex projects;
- Experience in organizing international events;
- Familiarity with US Government grant rules and regulations.

Applications will be considered on a rolling basis until October 15. Please send a cover letter and a CV to jobs@icnl.org. The subject line should state "Program Assistant." Only finalists will be contacted. No phone calls please. ICNL is an equal opportunity employer.