

CALL FOR APPLICATIONS

Program Assistant - Eurasia

Do you want to protect civic freedom in Eurasia? The International Center for Not-for-Profit Law ([ICNL](http://www.icnl.org)) is looking for a creative, strategic, and highly motivated program assistant to help us do just that.

ICNL promotes the freedoms of association, assembly, and expression and supports civil society, digital rights, and philanthropy in countries around the world, including in the former Soviet Union (Eurasia) region. ICNL engages with civil society, governments, parliaments, and the United Nations.

The Program Assistant - Eurasia will be based in ICNL's Washington, D.C. office. Following ICNL office policy, some remote work may be permitted. This is a full-time position, with the possibility of some international travel.

Under the direction of ICNL's Vice President - Eurasia, illustrative duties include:

- Assist with ICNL's programs and operations in Eurasia;
- Assist with research and editing of donor reports and other documents;
- Assist with monitoring and evaluation by developing M&E plans and preparing M&E reports;
- Prepare and help manage contracts and subgrants;
- Assist with budget management;
- Assist with monitoring program development opportunities and developing proposals for funding;
- Assist with the organization of study tours, fellowships, workshops, and other events;
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required; graduate degree preferred;
- At least 2 years of professional experience preferred;
- Excellent English writing and communication skills;
- Strong writing and editing skills;
- Superior administrative and organizational skills;

- Proficiency in Microsoft Word, Excel, and PowerPoint;
- Demonstrated interest in civil society issues in Eurasia;
- The Program Assistant must possess legal authorization to work in the U.S. and be willing to live in the Washington, DC metropolitan area.

To apply, please e-mail your cover letter, curriculum vitae, and writing sample to jobs@icnl.org. *In the subject line of your e-mail, please indicate "Program Assistant-Eurasia." In your cover note, please reference where you saw this posting.* Applications should be submitted by **February 13, 2023** and will be considered on a rolling basis.

Only finalists will be contacted. No phone calls or emails to ICNL staff, please. ICNL is an equal opportunity employer.

APPLICATION COVERSHEET

Please complete the coversheet and submit it, along with your proposal and other application documents to pbonwich@icnl.org. Please ensure that the subject of your email is: "Financial Sustainability of CSOs in Uzbekistan." If you do not receive confirmation that your application was received within 48 hours, please contact us by email again.

Full Name:

Position:

Organization:

Mailing Address Line 1:

Mailing Address Line 2:

Mailing Address Line 3:

Country:

Email Address:

Telephone Number:

Check the boxes below to indicate that you have properly completed the application.

- I have attached a Statement of Organizational Capacity or other statement of relevant work history and key staff credentials.
- I have attached a sample of a relevant work product.
- I have attached a line-item budget.
- Organization is registered and operates in Uzbekistan.