

JOB ANNOUNCEMENT

Program Assistant--Washington, DC

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 position based in our Washington, DC office. This is a hybrid position, requiring at least 3 days in-office per week.

The Program Assistant will support ICNL's staff and local partners by providing program and administrative assistance for ICNL's global, regional, and research programs. Illustrative responsibilities include:

- Assist in the management and administration of global, regional, and research programs;
- Support ICNL teams in contract and grant management, and compliance with donor and ICNL requirements;
- Assist with development and implementation of monitoring and evaluation plans;
- Draft donor reports and internal reports for use by ICNL management;
- Monitor legislative and regulatory developments;
- Assist global and regional teams with program development and proposals;
- Assist with research on topics relating to ICNL's mission; and
- Assist in organizing high-level regional and national-level events.

The projected salary range for this position is \$48,000 to \$58,000. It is not typical for offers to be made at or near the top of the range. Salary offers are based on a wide range of factors including relevant skills, training, experience, and education. ICNL provides health insurance benefits.

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree;
- Experience with budgeting and grant management;
- Superior administrative and organizational skills and attention to detail;

- Excellent English writing and communication skills;
- Proficiency in Microsoft Word and Excel; and
- Legal authorization to work in the United States.

PREFERRED SKILLS AND 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 monitoring and evaluation;
- Experience working in multinational teams and on complex projects; and
- Experience in organizing international events.

Applications will be considered on a rolling basis **until June 5, 2026**. 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 or emails to ICNL staff please. ICNL is an equal opportunity employer.