



Program Assistant for Latin America and the Caribbean - (Job #1732)

National Endowment for Democracy (NED)

Washington, D.C.

The National Endowment for Democracy (NED) is a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, and seeks a Program Assistant. This is an entry-level position on our Latin America and Caribbean regional program team. This position is based in Washington, D.C.

Position Summary:

The Program Assistant will provide day-to-day administrative and programmatic support to the regional program staff. This position reports to the regional Senior Director for Latin America and the Caribbean.

Responsibilities:

- Ensure logging in of grant proposals.
- Draft budgets and assist with writing project summaries for NED's Board of Directors.
- Provide support for considering and awarding grants to nongovernmental organizations working on democracy assistance programs in the assigned region/country.
- Support the oversight of grants in the assigned region/country.
- Assist the Senior Director and staff with general administrative duties, including deadlines and the team schedule.
- Organize events for visiting grantees and public meetings.
- Facilitate logistical preparations for team retreats and staff travel.
- Attend and report on relevant conferences, meetings, and other events.
- Research information on current political developments in the assigned region/country.

Qualifications:

- **Knowledge/Experience:**
 - Bachelor's degree in Latin American Studies, International Affairs, Political Science, History, or a related discipline is required;
 - Minimum of 1 year of administrative and/or programmatic experience;
 - Administrative support experience;
 - Proficient in the use of MS Office Suite.
- **Other Qualifications:**
 - Fluency (oral and written) in English and Spanish are required;
 - Experience in grant making and democratic development is desirable;
 - Authorized to work in the United States.
- **Competencies:**
 - Excellent verbal, written and interpersonal communication skills in English and Spanish;
 - Attention to detail, and ability to multi-task;
 - High degree of organization and initiative;
 - Works well in a team environment.

To Apply:

Candidates must include a cover letter, resume, completed [NED employment application](#), salary history with requirements, and contact information for three professional references. Please send to jobs@ned.org, with **Job #1732 – Program Assistant, LAC - YOUR NAME** in the subject line. The NED



**National Endowment
for Democracy**

Supporting freedom around the world

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