

Education Program Assistant

General Description: The Program Assistant works as part of a dynamic team to maintain, update, develop and market curriculum products and coordinate the process of getting materials to our volunteer trainers and customers. The Assistant also contributes to web content and oversees the production and distribution of a bimonthly electronic newsletter for K-12 teachers.

Responsibilities include:

- Coordinate the assembly and shipment of materials (handouts and props) for staff and volunteer trainer workshops.
- Maintain inventory of curriculum products, workshop hand-outs, and exhibit materials. This will include working with printers and other vendors.
- Fulfill customer orders for curriculum products.
- Maintain organized and accessible records of all on-line store orders and workshop payments (invoices, purchase orders, pending payments, etc.) for our accounting department.
- Create bimonthly, online program newsletter.
- Market curriculum products and educational campaigns through internal contacts lists, social networking sites, educational media, educational associations and other outlets.
- Maintain large contacts lists within database and CRM. Manage relationship with data entry vendor.
- Coordinate packing lists and materials shipment for “train the trainer” institutes and convention exhibits.

Requirements:

- B.A., B.S., or A.A. degree plus at least one year of relevant professional experience or equivalent (program administration, office support, etc.).
- Excellent organizational, communication and interpersonal skills.
- Ability to work as a team member in a collaborative, fast-paced program.
- Ability to juggle multiple tasks at once and meet strict deadlines.
- Strong computer skills. Familiarity with database management and email marketing software a plus.
- Detail oriented.
- Understanding of and enthusiasm for environmental, population and reproductive health issues.
- Good sense of humor, creativity and flexibility.

Compensation: Commensurate with experience; competitive benefits package.

Application Instructions: Send resume and cover letter to careers@populationconnection.org