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JOB ANNOUNCEMENT

PROGRAM ASSOCIATE

Full-time

Priority deadline: June 30, 2015

South Asian Americans Leading Together (SAALT), a national non-profit organization whose mission is to elevate the voices and perspectives of South Asian individuals and organizations to build a more just and inclusive society in the United States, is pleased to announce an opening for a **Program Associate** position that will be based in SAALT's office in Takoma Park, MD.

Position Title: Program Associate

Job Status: This is a full-time position with benefits, including health, vision, dental (available), and transportation stipend

Location: Takoma Park, MD

Reports To: Director of Programs & Operations

Priority Deadline: June 30, 2015
Applications will be considered on a rolling basis and the position will remain open until filled.

Start Date: July 2015

Responsibilities

SAALT seeks a resourceful professional with a background in program implementation and support to serve as a full-time Program Associate as part of our Takoma Park, MD office. The Program Associate will lead or support the development, implementation, and evaluation of community mobilization, leadership development, and partnerships programs and campaigns.

The Program Associate will report to SAALT's Director of Programs & Operations.

Primary Duties

The Program Associate will work closely with the Director of Programs & Operations to develop and carry out program and partnership strategies and goals.

- Support or lead the development, implementation, and evaluation of SAALT's leadership development programs and identify opportunities for program expansion and enhancement. This includes growing and supporting *SAALT Circles* across the United States; expanding and organizing campus workshops around the country; coordinating *Be the Change*; providing on-site training support and ongoing project technical assistance for the *Young Leaders Institute*, and other leadership development initiatives.

- Coordinate and support civic engagement projects around the country. This may include remote supervision of regional field fellows.
- Provide support for SAALT and National Coalition of South Asian Organizations (NCSO) campaigns
- Assist in the implementation of capacity-building programs and other programs and partnerships tasks.
- Facilitate workshops, trainings, and webinars for community members, volunteers, and community partners.
- Speak at public events to advance SAALT's work and increase SAALT's visibility.
- Support other office projects and tasks, including administrative duties, as assigned.

Qualifications

- Bachelor's degree.
- 1–3 years of demonstrated experience in program implementation, preferably in the non-profit sector.
- Experience with community outreach and establishing and nurturing relationships with collaborative community partners.
- Experience supporting leadership development programs and civic and political engagement projects serving young adults, university students, and young professionals.
- Experience with on-site and remote events management, including securing and coordinating vendors; managing logistics; coordinating community partners and volunteers; and supporting event evaluation and reporting.
- Proven ability to meet program goals, outcomes, and deliverables in a timely manner.
- Excellent writing, analytic, and verbal/presentation skills.
- Demonstrated skills around resourcefulness, problem solving, and initiative-taking.
- Proven ability to work independently and in a collaborative team-based environment.
- Demonstrated ability to work in a rapid-paced setting, have a flexible approach to program work, and quickly adapt and pivot to changing needs.
- Exceptional email management skills and ability to thrive in a high-volume email office.
- Proficiency in Microsoft Office suite and ability to quickly learn other basic programs.
- Avid interest and knowledge of issues facing immigrant communities.
- Commitment to and passion for social justice issues and to a career in the non-profit sector.
- Understanding of and commitment to advancing and enhancing SAALT's mission.
- Commitment to a work environment where creativity and diversity are celebrated.

Compensation

SAALT will provide compensation for this position, commensurate with experience. Health, dental, vision and transportation stipend benefits will also be provided or available.

To Apply

Please e-mail your cover letter detailing your relevant experience, resume, and a 1–3 page unedited writing sample, *as a single PDF document*, to info@saalt.org and indicate “Program Associate” in the subject line. Applications will be accepted and interviews conducted on a rolling basis, and priority consideration will be given to applications received by **June 30, 2015**. The position will remain open until filled. Only qualified candidates will be contacted.

No calls, please.

SAALT is an equal opportunity employer.