Position: Program Assistant, International Development Economics

Country: United States Province/State: VA

City: Arlington,

Function Note:

Program Assistant, International Development Economics

We are seeking a Program Assistant to support our International Development Economics practice in Arlington, Virginia. The Program Assistant will provide day-to-day administrative support for overseas projects in a fast-paced environment with quick turnarounds and tight deadlines.

Project Management/Administrative Support Responsibilities

Serve as Project Assistant for designated donor-funded long-term projects

Communicate with staff (home office and overseas), consultants, and clients on contract, administrative, or logistics issues

Prepare employment agreements for fielding independent consultants on overseas projects.

Deploy consultants and staff to foreign countries: obtain visas, country clearances, and travel authorizations from funding agencies; make airline and hotel reservations; handle Medevac, medical insurance, and medical certifications; arrange for shipping/storing of household effects for long-term consultants

Track consultant approvals, timesheet submissions, expense report submissions, payments on time and expenses

Provide general administrative and logistics support for home office staff and for consultants on overseas projects

Required Qualifications

Bachelor’s degree

1-2 years of administrative work experience at least part time

Proficiency in word-processing, spreadsheet, and database applications

Proficiency in use of the Internet as a research tool

Strong communication, writing, and budgeting skills

Ability to work in a fast-paced environment, with quick turnarounds and tight deadlines

Ability to work as part of a team

Knowledge of international geography/travel issues

Permanent U.S. work authorization required

Preferred Qualifications

Proficiency in a relevant foreign language

Facility with online data management systems.

Nathan Associates Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or protected veteran status.