



**Open Position:  
Administrative Program Associate**

This position will be in charge of all the Initiative's administrative tasks related to the Initiative's work and personnel. It offers an exciting opportunity to join a small team while becoming part of the community of a premier university. The position, which works with Georgetown staff across campuses and reports to the Center's Executive Director, is designated as a hybrid work mode. We are looking for candidates with previous experience in an administrative position, strong multi-tasking and organizational skills, attention to detail, and time management skills.

**Qualifications:**

- At least 2 years of full-time experience in an administrative position, preferably in a non-profit or University setting
- Bachelor's degree
- Strong proficiency in GetResponse, WordPress, and other online communication platforms
- Strong interpersonal, communication, project management and collaboration skills
- Life experience and/or a demonstrated commitment to social justice issues and marginalized populations
- Strong proficiency in Excel, MS Office Suite, and Canvas
- Strong multitasking and organizational skills and detail orientation
- Ability to adapt to changing operational needs and flexibility when necessary to contribute to the success of a small team
- Ability to seek clarification and guidance as appropriate, to prioritize competing demands, and to effectively and respectfully communicate with colleagues
- Self-motivation, self-sufficiency, and ability to develop innovative solutions
- Ability to work within a framework of changing priorities and to work in a team setting

We encourage all to apply.

If interested, click [this link](#) for the application and more information. If you have questions, please contact [lawpovertycenter@georgetown.edu](mailto:lawpovertycenter@georgetown.edu).