

Position Description

Job Title: Program Associate

Grade: 80

Incumbent: Vacant

Reports to: Assistant Director

Division: D400 - CIES

Department: CIES

Purpose of Position:

The Outreach and Public Relations Unit seeks a Program Associate to work as part of a seven-member outreach and public relations team to provide support for the production and dissemination of publications and publicity pieces. Helps write, edit, lay out and proofread publications; writes news and feature articles; provides Web content; maintains electronic and print publications files; and responds to program inquiries. Emphasis is on publications and outreach.

Principal Responsibilities:

- Helps write and develop promotional materials, including brochures and booklets, as well as news and feature stories.
- Lays out recruitment ads, flyers and other print publications.
- Writes, edits and proofreads publications, including applications, directories and Web content.
- Works with vendors to arrange printing of publications and securing promotional materials.
- Solicits and collects stories and photographs from Fulbright alumni and grantees, manages the collected information, and obtains permission from scholars to use their names and materials.
- Generates lists and mailing labels for distribution of press releases, publications and other promotional materials. Assists with electronic and print publicity campaigns and organizes special in-house mailings.
- Provides assistance with media during orientation sessions and coordinates logistics for scholars' interviews with reporters at the sessions.
- Provides general administrative support as requested including: responding to e-mail and telephone inquiries and requests; converting of files to PDF forms; editing photos; and creating PowerPoint presentations.

Qualifications: Education/Experience/Skills:

- Education – Bachelor’s degree or higher.
- Experience – 1 to 2 years in a similar position or performing similar duties; excellent editing and proofreading skills and attention to detail and desktop publishing experience (understanding of the printing process preferable); knowledge of HTML coding and Web development a plus.
- Skills/Abilities – Excellent writing and oral communications; ability to work alone and with others; ability to handle deadline pressure; proficiency with PC computers and Microsoft software; knowledge of Adobe software (InDesign, Illustrator, Photoshop and Adobe Acrobat). Excellent word processing and other computer skills (experience with databases a plus); familiarity with publications and publicity work; adaptability and willingness to undergo formal editorial and design training. Familiarity with AP style.