

POSITION DESCRIPTION

U.S. GLOBAL LEADERSHIP COALITION PROGRAM ASSOCIATE

The U.S. Global Leadership Coalition (USGLC) is seeking a Program Associate to assist in planning and implementing national and state-based events. This position will be responsible for assisting in the planning and execution of the USGLC's small and large scale events including private dinners, Capitol Hill programs and national and state public forums. The position will report to the Director of Program and Outreach and reside in Washington, D.C.

Responsibilities will include:

- **Program Planning** – Support the planning and execution of national and state-based events with responsibility for venue selections, handling logistics, managing speaker invitations and follow-up, making travel arrangements, producing materials, and providing on-site support.
- **Vendor Outreach** – Communicate directly with vendors including caterers, facility managers, and AV technicians, to make arrangements for events.
- **Program Implementation** – Assist other members of the Program Team, as necessary, in planning and implementing meetings and events, including material production, correspondence, and internal meeting arrangements.

Position Requirements:

The position requires at least 2 years of advance experience and/or event planning; campaign advance/ scheduling experience a plus. Strong project management, organizational, and communication skills are required. Interest in foreign policy is desirable. Minimum of a bachelor's degree is required. Limited travel is expected. Competitive salary offered, commensurate with experience and qualifications.

About the Coalition:

The U.S. Global Leadership Coalition (USGLC) is a broad-based influential network of 400 businesses and NGOs; national security and foreign policy experts; and business, faith-based, academic and community leaders in all 50 states who support a smart power approach of elevating diplomacy and development alongside defense in order to build a better, safer world.

To Apply:

Please email cover letter and resume to Beth Fellman at jobs@usglc.org. Please reference "Program Associate" in subject line. Short listed candidates will be contacted. No calls please.