



**Title:** Program Associate

**Start Date:** January 2023

**Position:** Entry Level

**Job Type:** Part-Time, Contract 1099

**Pay:** Hourly at \$20-\$25

**Location:** Washington, DC Area - This position is remote but may require being in the office periodically.

**Supervisor:** Director of Operations

**Job Description:**

- Support the program operations of the Association.
- Responds to phone and e-mail requests for information from HSCA members, staff, and general public.
- Maintains CEO and Director of Operations schedules and the Association calendar.
- Make arrangements for conference rooms, catering, invitations, and technical needs associated with working group meetings and calls; assists with meetings and events outside the office i.e., Capitol Hill and stakeholders.
- Maintains membership and distribution lists.
- Update website content as directed
- Prepares, proofreads, edits, distributes, and maintains document and information, including briefing materials, correspondence and mailings, meeting announcements, agendas, minutes, and comments.
- Support the Association's events
- Provides overall support to Association management

**Required Skills:**

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Strong proficiency with Microsoft Office Suite
- Familiarity with Cvent event management platform (preferred)

**Education and Experience:**

- Highschool diploma or equivalent
- At least 3 years of experience required



**Travel:**

- HSCA holds one event each year outside of the DC metro area. This position requires travel to support the event.

**Application:**

- Send resume and cover letter to [info@supplychainassociation.org](mailto:info@supplychainassociation.org) with “Program Associate Application” in the subject line.