Association of Governing Boards of Universities and Colleges
Washington, DC

Programs Assistant

Responsibilities

The programs assistant provides organizational and logistical support for key member learning initiatives ("programs"). Reporting to the associate vice president of programs, this position is an important contributor to the effectiveness and efficiency of AGB's overall programs strategy.

Programmatic Duties

- Assist programs staff with preparation for and execution programs, including developing event materials, obtaining copyright permissions, corresponding with speakers and participants, providing on-site support for programs and logistics, tracking expenses, processing reimbursements, and generating invoices.
- Serve as part of the team executing AGB's annual National Conference on Trusteeship, annual Foundation Leadership Forum, Board Professionals Conference, and other meetings. Work in conjunction with the associate vice president of programs, director for institutionally related foundations, and assistant director of programs to contact speakers, schedule calls with speakers, prepare materials, track speaker needs, provide on-site support, and update website pages.
- Under the direction of the associate vice president of programs, maintain timelines and coordinate with staff across AGB to maintain a robust and orderly schedule of AGB webinars.
- Draft agendas, presentations, and meeting materials for meetings led by the programs team, and for program speakers as assigned.
- Work as part of a team to provide technical support for AGB's webinars.
- Learn basic registrar functions and support program registration processes as assigned.

Administrative Duties

- Provide programmatic and administrative assistance to the director of programs and vice president and provide support to other departmental directors as needed and with coordination from the vice president.
- Manage programs team calendars, software accounts (e.g., Zoom, etc.), and the programs@agb.org email account.
- Track budgets and expenditures for assigned programs and projects; code and process invoices and payments.
- Respond to internal and external inquiries and requests for information; draft letters, reports, and memoranda; and track and maintain records of correspondence.

- Input data, update and maintain records, and generate reports from AGB's data systems.
- Serve as backup to AGB's receptionist on a rotating basis
- Other duties as assigned.

Qualifications

- A bachelor's degree preferred.
- Two years of relevant experience; work experience in higher education or in a nonprofit association is a plus
- Exceptional organizational and customer service skills.
- Strong communication skills, both oral and written.
- Ability to work independently, manage long-term projects and short-term tasks simultaneously, and work with multiple and competing deadlines.
- Willingness to work in a fast-paced environment.
- Ability to work effectively as part of a team.
- Self-starter and effective problem solver.
- Proficient with MS Office suite.
- Experience with Impexium or other AMS or CMS a plus.
- Availability to travel in support of meetings as necessary.

Please note this position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: External applicants should email letter of interest that includes your experience relative to the position, and your salary requirements, along with resume to employment@agb.org*.*
No phone calls, please.

AGB offers a competitive salary along with benefits that include medical and dental insurance, generous PTO, retirement plan, telework options, and many others.