

JOB DESCRIPTION

Job Title:

Administrative Associate

Department:

Programs and Content

Reports to:

Sophonra Vachon, Senior Programs
Manager

Effective Date:

July 2026

Job Summary:

The Administrative Associate (AA) is a new position in the programs and content team. The AA will provide high-level support to the team by managing a variety of administrative and logistical tasks. The incumbent will use his or her exceptional organizational skills and attention to detail to flawlessly perform essential support duties (i.e., managing complex calendars, scheduling meetings with higher education leaders, and internal staff, preparing and distributing agendas and meeting materials). The AA will respond to email and phone inquiries, acting as a key liaison for program and content-related communications. Additional duties include tracking deadlines, maintaining records, and ensuring event logistics, such as confirmations and material preparation, are handled efficiently.

Duties/Responsibilities:

- Manage complex calendaring needs to support the Programs and Content teams. This includes coordinating and scheduling meetings with internal colleagues and external stakeholders, ensuring accuracy, clarity, and timely follow-up.
- Oversee key aspects of meeting and conference preparation. This includes managing logistics for virtual and small in-office meetings to ensure they run smoothly and professionally.
- Provide important support to the Programs team in the planning and execution of AGB's virtual and in-person events. This role involves assisting with a wide range of event logistics and coordination tasks to ensure successful conferences and convenings.
- Be a supportive and active member of the Programs team, participating in team meetings, conversations, and discussions related to team projects and deliverables.
- Support Programs team leadership in planning travel and expense reconciliation.

Required Skills/Abilities:

- Bachelor's degree. Candidates without a bachelor's degree but significant years of experience may be considered.

- A minimum of three (3) years experience demonstrating administrative mastery, working in executive administration, program management, or similar roles requiring a high level of organizational skill, attention to detail, and management of complex projects and multiple priorities. Applicants should be able to provide examples that demonstrate this sought-after level of administrative mastery.
- Strong oral and written communication skills, as well as strong interpersonal skills.
- Excellent organizational and planning skills with high level attention to detail.
- Proficiency with *MS Office* suite of applications, *Smartsheet*, and *Zoom*.
- Availability for limited travel.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to move throughout the office environment, including the ability to crouch, bend and squat in order to check power sources, computer lines, and engage in tasks associated with computer installation and trouble-shooting of operation issues.
- Occasional lifting of office supplies or equipment up to approximately 25 pounds.
- Ability to reconfigure meeting rooms by physically moving mobile walls and furniture.
- Ability to operate effectively and efficiently in a high-paced, occasionally stressful environment, often under tight deadlines.

AGB is a hybrid workplace. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.