



## **AMERICAN POLITICAL SCIENCE ASSOCIATION (APSA) POSITION ANNOUNCEMENT**

### **ABOUT APSA**

The American Political Science Association (APSA) is a 501(c)3 nonprofit scholarly association that serves a membership base of 12,000 in over 80 countries. With a range of programs and services for individuals, departments and institutions, APSA is committed to transparency, open enquiry, scholarly pluralism, high standards of ethics and integrity, and a global perspective. To learn more about APSA, please visit [www.apsanet.org](http://www.apsanet.org).

APSA offers a comprehensive compensation and benefits package and has a Metro-accessible location in DuPont Circle in Washington, DC, with a full-time staff of over 30. In compliance with the CDC and DC guidelines regarding the Covid-19 pandemic, the APSA staff is working remotely until further notice. APSA is an equal opportunity employer committed to workplace diversity and welcomes applications from anyone with the qualifications indicated below.

### **ABOUT YOU**

APSA is seeking candidates for the position of **Associate, Congressional Fellowship Program**. The Program Associate supports the Director of the Congressional Fellowship Program (CFP), a highly selective, nonpartisan program for mid-career professionals that sends 30-40 individuals each year to serve placements on Capitol Hill. The Associate provides administrative support, including support in organizing and promoting Congressional Fellowship events and activities for fellows, political scientists, and program alumni. The Associate will also provide support for the governance and elected leadership of the association, including scheduling support for the Executive Director and support for governing council and committee activities. Strong candidates will have experience working with diverse populations and will provide evidence of being committed to furthering a climate of inclusivity and collaboration.

This is a Full-time nonexempt position.

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### **ESSENTIAL RESPONSIBILITIES**

#### **Congressional Fellowship Program:**

- Provide logistical and administrative support for CFP events, including organizing catering, updating documents and materials, and corresponding with venues, speakers, and incoming fellows.
- Update and manage CFP content on APSA website.
- Build contact lists and support the development of outreach efforts for CFP alumni.
- Field e-mail inquiries from fellowship applicants and current fellows.
- Coordinate with and assist other departments with CFP related efforts (i.e., Finance, Publications, Communications).

#### **Governance:**

- Support APSA governing council and select committee activities, including facilitating semi-annual meetings, note-taking, preparing meeting minutes, preparing orientation materials, and responding to routine enquiries from committee members.
- Support APSA nominations and elections process, including planning for nominating committee meeting, organizing announcement and communications, and coordinating online election.
- Provide scheduling support and assistance with correspondence to the Executive Director.
- Update and manage governance content on APSA website.
- Perform other duties as assigned.

## **ESSENTIAL SKILLS & EXPERIENCE**

- Bachelor's degree required; Major in political science, public policy or related field strongly preferred.
- Two (2) or more years of related experience required.
- Excellent organizational skills with high attention to detail and adherence to deadlines.
- Relevant experience with, and a solid track record of, handling administrative duties.
- Sound judgment and initiative related to independent action and problem-solving.
- Strong oral and written communication skills, including the ability to write clearly and concisely.
- Experience working with databases.
- Adaptability and ability to work in a fast-paced team environment.
- Superb interpersonal skills that will contribute to a friendly but highly professional environment.
- Ability to maintain confidentiality while working on sensitive tasks.
- Strong computer and software knowledge with proficiency in MS Suite, mail merge programs.
- HTML/CSS; familiarity with WordPress and/or Stata a plus.
- Willingness to travel for conferences and other APSA events (less than 10% of time).

## **HOW TO APPLY**

To be considered, submit your (1) resume with (2) cover letter indicating how your experience and skills align with the description of this position and the essential skills required of the position. **Send all documents as PDF attachments to [hr@apsanet.org](mailto:hr@apsanet.org). Please include "Associate, Congressional Fellowship Program" in the email subject line.** Consideration will begin as soon as resumes are received, and the position will remain open until filled.