

Legacies of War

PROGRAM ASSISTANT (Temporary, full-time)

JOB DESCRIPTION

[Legacies of War](#) is the only U.S.-based organization solely focused on advocating for the removal of unexploded bombs in Laos left over from the Vietnam War era. The mission of Legacies of War is to raise awareness about the history of the bombing in Laos and advocate for the clearance of unexploded bombs, to provide space for healing the wounds of war, and to create greater hope for a future of peace. The organization uses art, culture, education, community organizing and dialogue to bring people together and create healing and transformation out of the wreckage of war. Legacies of War, a fiscally sponsored project of NEO Philanthropy (NEO), produces big results with a small, nimble staff.

The Program Assistant is a full-time, temporary position to support the organization's daily administrative functions while supporting the logistics for [LaoNow 2018](#), our full-day community event of food, film and fashion in New York City in October. Responsibilities will include information management, contract management, volunteer coordination, and event planning support. The Program Assistant also undertakes other projects/tasks as assigned.

The Program Assistant will be based in Washington, DC and report to Legacies of War's Executive Director and work closely with the Program Coordinator.

The temporary hire is from August to December 2018 and could potentially be extended to a permanent position.

ESSENTIAL DUTIES/RESPONSIBILITIES

Logistics Management – Serve as primary logistics point person for LaoNow 2018, coordinating with event vendors, AV staff, and facilities to finalize contracts, file necessary documents, and coordinate implementation.

Information Management – Maintain Legacies of War's Salesforce database and coordinate electronic and paper filing systems for fundraising, expense reporting, and reimbursement.

Volunteer Coordination – Recruit, train, and manage volunteers for LaoNow 2018.

Additional Responsibilities - Work with other Legacies of War's staff, board members and volunteers in support of Legacies of War's overall mission, and other duties as directed by the Executive Director.

TRAINING AND QUALIFICATIONS

Qualifications

The ideal candidate should have at least 2 years of experience in a nonprofit or community-based organization or start-up. Additionally, the successful candidate will have the following:

- Exceptionally detail-oriented and accountable, with strong organizational skills and the ability to produce finished products

- Excellent problem-solving skills
- A highly self-motivated work style and the flexibility and willingness to take on additional projects when needed
- Ability to work proactively in an ambiguous and dynamic small organization
- Strong communication skills, both verbal and written
- Comprehensive computer skills including calendaring, word processing, and using spreadsheet and database software
- Experience troubleshooting computers, software, and networks
- Well-rounded inter-personal skills with the capacity to work effectively alone and in a team environment
- Strong ethics and personal integrity
- A professional attitude and client-service orientation
- A track record as an outcome-driven self-starter

The following is *ideal but not required*:

- Experience with Salesforce
- Experience planning and executing events
- Experience working with volunteers and nonprofits
- A passion for and commitment to working in the field of international development
- Familiarity with the Laotian American communities

Compensation

NEO Philanthropy / Legacies of War provides competitive compensation. As a temporary role, this position is not benefits eligible.

NEO Philanthropy / Legacies of War is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.