

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Program Assistant (Part-Time, Temporary)

Description

The American Society of Adaptation Professionals (ASAP) connects and supports climate change adaptation professionals to advance innovation and excellence in the adaptation field. We are seeking a part-time assistant to support capacity-building activities for our members, a group of practitioners and researchers fighting climate impacts across North America. These activities include the ASAP Mentorship Program, ASAP Member Advisory Group on Professional Education, ASAP Professional Development Workshop, Climate Adaptation Service Registry, and the Resilience Dialogues.

This is a part-time position for 15-20 hours/week beginning in January 2019. Initial term is 3-6 months with the possibility of extension. Either an hourly rate or semester stipend will be issued depending on candidate preference, with an equivalent hourly rate of \$15-18/hour. This position does not include benefits. The Program Assistant will report to the Senior Program Manager, who is based in Cambridge, MA. Preference will be given to candidates who can work from Cambridge at least four hours per week.

Responsibilities

Help ensure the successful planning, implementation, and evaluation of ASAP's capacity-building programs by:

- entering, organizing, and analyzing qualitative and quantitative program data;
- documenting and synthesizing conversations during planning meetings and program activities;
- creating, revising, and designing program materials such as guides, agendas, and worksheets;
- assisting in planning workshops, panels, receptions, and other similar events across the U.S.;
- contributing to written reports alongside ASAP staff, ASAP members, and outside partners;
- providing additional administrative support to the Senior Program Manager as requested, such as scheduling, writing/editing, and information management.

Qualifications

- Demonstrated interest in the field of climate change adaptation
- Desire and ability to work both in a team and independently
- Ability to manage time, remain organized, and pay attention to details
- Excellent oral and written communication skills
- Qualitative and quantitative data analysis skills
- Proficiency in G-Suite (preferred)

To Apply: Email careers@adaptpros.org with your cover letter and resume. Please use subject line "Program Assistant"

At ASAP we believe that climate change disproportionately hurts the most marginalized people in society — including people of color and people from low-income backgrounds. Therefore, the field of climate change adaptation must include professionals who can meaningfully represent the concerns of people with these identities and backgrounds. As such, we strongly encourage applications from people who identify as such.