**POSITION TITLE**

Program Assistant

**POSITION DETAILS**

EcoHealth Alliance is seeking a program assistant to help ensure the smooth planning and execution of EcoHealth Alliance’s research agenda on emerging infectious diseases. This position is ideal for a recent college graduate who wants to work in an exciting NGO that runs research and conservation programs around the world. The Program Assistant will provide all necessary support to our Grants and Program Manager as well as to our research and field staff. The Program Assistant’s other duties will include managing and processing contracts, invoices, mailings, and publications; assistance in grant applications, reports, and financial compliance; and preparation of financial reports, coding, and timesheets. The Program Assistant will work closely with research staff to set-up meetings and coordinate travel.

The position is based at EcoHealth Alliance headquarters in New York City. Some international and domestic travel may be required. EcoHealth Alliance offers generous salary and benefits, and excellent working conditions.

**QUALIFICATIONS**

BA or BS degree in the Biological Sciences, Public Health, Sociology, or Environmental Sciences/Policy preferred; experience in administrative duties in non-profit, academic or equivalent position; experience working on conservation research or policy projects; proven writing skills; strong sense of team spirit and diplomacy required; excellent communication skills. Fluency in English required. Statistical skills as well as other language skills (e.g. Mandarin, Cantonese, or Bengali) a plus.