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Position Title

Programs Associate

**Reports to**

**Director of Programs**  
**Status**

Exempt  
  
**Location**

Washington, DC Metropolitan area

Position Summary

Under the direction of the Director of Programs, the Programs Associate will support the programs and initiatives that facilitate the academic success, leadership development, and professional growth of Asian & Pacific Islander American (APIA) Scholars and Gates Millennium Scholars (GMS) scholarship recipients.

They will work with an experienced, dynamic, and creative team to execute programs that support the college and career success of our diverse community of Asian & Pacific Islander American college students and working professionals. APIA Scholars Programs and initiatives include peer and professional mentorship programs, virtual conferences/webinars, one-on-one student advising, and executing new programs to meet student needs.

We welcome all applicants with a passion for improving educational access and career success for Asian & Pacific Islander American students and young professionals.

Key Responsibilities

* Support academic advising services for APIA Scholars, including annual transcript reviews, enrollment verification, and deferment outreach.
* Support the development of programs and initiatives to cultivate leadership skills and competencies among APIA Scholars
* Support scholarship and program team efforts for all multi-year APIA Scholars and develop a strategy to maintain effective contact with all Scholars and alumni
* Handle intake process and track all APIA Scholars documents and assist with documentation by inputting data in various CRMs
* Provide logistical and event support for organization programs including fundraising events, higher education summits, and other national convenings
* Undertake other duties and responsibilities that are assigned

Qualifications

* Minimum 0-2 years of related work experience
* Associate’s or Bachelor’s degree required
* Experience working with high school or college students, particularly those of multicultural, first-generation, and/or low-income backgrounds
* Demonstrated awareness and understanding of Asian American and Pacific Islander cultures and experiences, and the issues affecting these communities
* Flexibility and the ability to multi-task and prioritize competing deadlines
* Attention to details even under pressure
* Strong organizational, time-management, and multi-tasking skills
* Excellent critical thinking, problem-solving, and creativity skills
* Strong interpersonal skills, cultural competency, and the ability to work independently and in team settings Excellent written and oral communication skills and the ability to tailor messaging
* Commitment to social justice causes, especially with an emphasis on working towards educational equity and providing resources for vulnerable student populations
* Command of Microsoft Office suite, Google Suite, Zoom and other virtual meeting platforms, Survey Monkey, Constant Contact or other mass email communication platforms, and Salesforce or other CRM platform.

Benefits and Salary

The salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included (Health Insurance, 401K Matching, Federal, Vacation and Paid Time off, Summer Fridays, etc.)

**To apply please submit by March 15**, the following materials to [programs@apiasf.org](mailto:programs@apiasf.org) with “<YOUR NAME> Programs Associate Application” in the Subject line for consideration:

1. Resume (1-page max)
2. A cover letter (1-page max) answering the following questions:
   1. Why are you interested in this opportunity with APIA Scholars?
   2. What previous experience do you have that is most similar to the job description/role?
   3. What are 1-3 skills you possess that will allow you to be successful in this role?

*APIA Scholars values the expertise of individuals who have received our APIA General or AANAPISI Scholarship as well as our Gates Millennium Scholarship and individuals who identify as first-generation college students.*

Due to the large number of inquiries we receive, only candidates who have met the required experience & qualifications for this position will be contacted. No phone calls, please.

We are an**equal opportunity employer.** All qualified applicants will receive consideration for employment without regard to race, ethnicity, national origin, physical ability, gender expression, sexual orientation, religious affiliation, and more.