



National Endowment for Democracy

Supporting freedom around the world

Assistant Program Officer, Europe (Job #1742)

National Endowment for Democracy (NED)
Washington, D.C.

The National Endowment for Democracy (NED), a Congressionally-funded, private, nonprofit grant making organization that works to support democracy around the world, seeks an *Assistant Program Officer for Europe*. This position is based in Washington, D.C.

Position Summary:

The Assistant Program Officer will assist senior staff with management, administration, and development of regional grant programs in Central and Southeastern Europe, with emphasis on the Western Balkans. Support existing grantees and assist in developing prospective grantees.

Responsibilities:

- Assist in the evaluation of project proposals;
- Draft summaries of proposals to present at quarterly Board meetings;
- Communicate regularly with current grantees and applicants;
- Assist in monitoring the work of existing grantees;
- Track political developments in Central and Southeastern Europe;
- Provide administrative support to the Europe Team, as needed;
- Help to organize events highlighting specific democracy-related issues;
- Assist in travel to identify and work with potential new and existing grantees.

Qualifications:

- **Knowledge/Experience:**
 - Master's level education or equivalent knowledge in International Affairs, Political Science, History, Regional Studies or a related discipline is preferred;
 - At least 3 years of experience in democracy related work is required;
 - Related field experience in one or more countries in the region is preferred;
 - MS Office skills required.
- **Other Qualifications:**
 - Knowledge of relevant languages considered an asset;
 - Demonstrated in-depth knowledge of political issues and trends in Central and Southeastern Europe;
 - Experience in financial management and reporting;
 - Knowledge of program evaluation techniques;
 - Authorized to work in the United States.
- **Competencies:**
 - Excellent written and verbal communications skills in English;
 - Excellent interpersonal communication skills;
 - Ability to maintain professionalism under pressure;
 - High degree of organization and initiative;
 - Demonstrated ability to work independently as well as part of a team.

To Apply:

Candidates must include a cover letter, resume, completed [NED employment application](#), salary history with requirements, and contact information for three professional references. Please send to jobs@ned.org, with **Job #1742 – APO, EUROPE - YOUR NAME** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please, no phone call inquiries. www.ned.org/NED-Full-Employment-Application.pdf



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