

American Soybean Association WISHH Program – Program Assistant, Admin

Summary:

The purpose of this position is to assist with the day to day administrative and program activities. The Program Assistant, Admin. communicates with staff, consultants and partners overseas; scheduling travel as needed as directed by the WISHH Executive Director, Chief Operating Officer and Manager of Program Operations; submitting vouchers and invoices for review and payment/reimbursement, as well as tracking expenses across program and projects; budget monitoring; compliance review; Cochran Program, Trade Team and Farmer Travel budgets. Exceptional organizational skills and high level of attention to detail is necessary. Must be able to lift 25 pounds unassisted, maintain harmonious work environment.

Essential Duties and Responsibilities

- Provide administrative support to the Executive Director, Chief Operating Officer and Manager of Program Operations, which includes:
 - Ad-hoc project assignments,
 - Providing insight on administrative policies and procedures,
 - Draft and manage basic correspondence, outlook (shared) calendar maintenance,
 - Provide support by copying, filing, scanning and uploading documents to WISHH's accounting system, Xledger,
 - Maintain organization of WISHH's filing system, the Q drive,
 - Provide administrative support by keeping templates up to date, mailing packages and preparing printed documents as needed.
- Ordering Office supplies, promotional items (folders, pens, aprons, etc.) while monitoring supply and general office upkeep.
- Prepare Travel Advances for staff and trade team travel. Ensure back up including but not limited to: Travel Authorization, Letters of Invitation, per diem calculation sheets with documented government rates, post notifications, agenda/programs are provided.
- Develop tracking sheet for logistics and costs incurred for Trade Teams.
- Meeting Logistics: Organize travel and meeting logistics for Executive Director and Chief Operating Officer as needed; this includes verifying budget and account numbers, making all arrangements, travel folder prep, travel authorizations, processing all subsequent travel expenses, trip reports, and business card filing. Printing packet prep, and shipment of meeting materials for WISHH Committee meetings.
- Send properly formatted Trip Reports to USDA once regional directors reviewed report content. Track all trips to ensure that reports are being sent in compliant time frame.
- Work with appropriate staff and committee members to ensure that everyone is up to date and in compliance with USDA Civil Rights. This includes sending out modules and filing certificates of completion.
- Compile and submit payment requests, international and domestic expense reports and invoices for project staff, consultants, vendors and internal charges. Coordinate submission of documents with Manager of Program Operations to ensure proper coding

that will allow timely reimbursements. Initial compliance review. Work with the field and the Manager of Program Operations to resolve compliance issues.

- Monitor and track End-Result and Service contract deliverables and payments. Ensure all items required for payments have been delivered and are compliant.
- Monitor and track RFP documents to ensure vendors are being bid every 3 years.
- Assist with RFP process. Revise RFPs for grammar and formatting. Once RFP has been reviewed and is compliant, post to specified websites. Follow up, obtain and save proper documentation on organization's server (Q) for future compliance review.
- Maintain and monitor office inventory tracking sheet.
- Organize and maintain a donor reporting schedule and provide meeting announcements and deadlines reminders to staff.
- Prepare meeting announcements for donor reporting deadlines as outlined in all funding agreements (EMP, FMD, GBI, USB, QSSB, FFP, AMPLIFIES, CAST, Planet Aid, etc.) Meeting announcements should provide 2 weeks' notice of due dates for all deliverables. Meeting announcements should include COO, MPO and appropriate Program Manager/Project Officer.
- Reclasses: As a part of budget monitoring, reclasses (changing source of funding on a payable) need to be done. Gather necessary backup, general ledger and prepare re-class request form.
- Compile list of accruals; expenses not paid out by the end of a funding year.
- Provide administrative support for various projects/tasks as assigned. Obtain and process industry Contributions forms sent by Regional Directors and Managers.
- Work with regional directors to pull trade data for donor reports.
- Work closely with the Manager of Program Operations/Accounting department on payables, contracting, and compliance.
- Manage reconciliation of credit accounts within prescribed deadlines and compliance guidelines.
- Work closely with the Program Assistant, Special Projects on necessary tasks in preparation for Committee meetings such as making copies, preparing folders, shipping meeting items.
- Coordinate with Division Directors/Program Managers to prepare coversheets and backup for accounting on all new and extended funding agreements.
- Scan, enter and upload payables into accounting system.
- Order, prepare and ship samples to various countries as required.
- Oversee the accurate and timely completion of project checklists by Regional Directors as funding agreements and approval letters are received and when amendments and/or changes warrant a revised project checklist.
- Attend and take notes during meetings as requested.
- Consolidate data for use in quarterly and annual reports.
- Compile survey and evaluation data into a WISHH database.
- Provide support to Program staff as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate's degree, or equivalent, is **required**, with a minimum of 4 years of payable or contracting experience or equivalent combination of education and experience (Bachelor's degree preferred). Experience in making domestic and international travel and meeting arrangements for small and large groups is a plus.

Below is for knowledge, skills, and abilities needed for your position.

Computer Skills:

Accurate typing skills with demonstrated skills in electronic Microsoft Office Suite, i.e Word, Excel, PowerPoint, Outlook and the Windows environment, email and Internet; the ability to learn other personal computer application software i.e. Internet Web based publishing, MS Project Management, etc.

Communication Skills:

Excellent Communication, interpersonal, and writing skills with knowledge of Business English, e-mail etiquette, grammar and spelling; the ability to format complex letters in standard business form; draft ordinary business correspondence and the capacity to communicate effectively with tact. Ability to understand and communicate with other cultures. Ability to maintain confidentiality for all projects and data, which are an integral part of the position.

Problem-solving Skills:

Highly organized and detail oriented with the ability to follow written and verbal instructions. Ability to work independently, prioritize, pursue details and complete assigned tasks within assigned deadlines. Possess a high degree of initiative and enthusiasm to learn and maintain ASA/WISHH office procedures.

Math Skills:

Proficiency with math-oriented tasks, such as payables, invoices and voucher preparation for payment of expenses.

TO APPLY: send electronic submission of **resume including salary requirements** to edemerit@soy.org by Feb 28, 2020. **Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately.** Please write "**Program Assistant, Admin**" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

Non-Discrimination Statement: In accordance with Federal Law and U.S. Department of Agriculture (USDA) policy, ASA/WISHH prohibits discrimination in its programs and activities against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individual's income is derived from any public assistance program or activity conducted. ASA/WISHH is an equal opportunity provider and employer.