

Program Operations Assistant

Position Summary

Reporting to the Director of Operations, the Program Assistant provides essential support to the WISHH team by ensuring the smooth execution of administrative, logistical, and program-related activities. This role works closely with the Executive Director, Chief Operating Officer, and Director of Operations to support both domestic and international initiatives.

The Program Assistant plays a key role in maintaining efficient operations through administrative coordination, travel and event support, and financial processing. Responsibilities include processing invoices, tracking expenses, and ensuring compliance with donor and USDA requirements, while supporting the overall effectiveness and accountability of WISHH programs.

Key Responsibilities

Administrative Support

- Provide administrative support to leadership, including calendar management, correspondence, and special projects.
- Maintain and organize electronic files, templates, and records in SharePoint.
- Prepare materials, mail packages, and oversee office supplies and promotional inventory.
- Support general office organization and maintain website updates, including postings for careers, Requests for Proposals (RFPs), and news.

Travel & Meeting Coordination

- Coordinate travel logistics and documentation, including authorizations, itineraries, and expense reporting.
- Track travel expenses, program activities, and event logistics.
- Support planning and execution of board meetings and organizational events. Attend meetings as requested to document meeting minutes.

Financial & Compliance Support

- Process invoices, reimbursements, reconciliations, and vendor payments with proper coding and compliance review for submission to accounting software.
- Track contracts and ensure alignment with deliverables and internal and donor requirements.
- Assist with procurement processes (RFPs/quotes) and maintain compliance documentation.
- Support financial tracking activities, including accruals, reclassifications, and industry contributions.
- Ensure timely submission of accurate reports to funders and adherence to deadlines.

Collaboration & Program Support

- Partner with the Director of Operations and accounting team to ensure financial and contractual compliance.
- Assist program staff with data collection, reporting, and document preparation.
- Maintain project trackers, compliance files, and action items.
- Participate in staff meetings, document notes, and coordinate follow-up actions.

Qualifications

- Associate's or bachelor's degree in business administration, international development, or a related field preferred
- 2–3 years of administrative, program support, or related experience (nonprofit or donor-funded environment a plus)
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines with limited supervision

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Ability to learn and effectively use project management tools and web-based platforms such as SharePoint and Zoho
- Strong data entry accuracy, particularly when working with financial and program data
- Solid document formatting and file management skills

Communication & Interpersonal Skills

- Strong written and verbal communication skills
- Ability to interact professionally with colleagues, partners, and stakeholders, including across cultures
- Sound judgment and discretion in handling sensitive or confidential information

Organizational & Problem-Solving Skills

- Well-developed organizational skills with the ability to track details across multiple projects
- Ability to prioritize work, meet deadlines, and adapt to changing needs with moderate guidance
- Proactive, adaptable, and resourceful in responding to changing priorities

Financial & Analytical Skills

- Strong numerical skills, including experience with expense reconciliation and voucher preparation

Preferred

- Experience supporting program operations or compliance-related activities in a nonprofit or international setting

Learn more at: wishh.org | soygrowers.com

Position offers an annual salary range of \$40,000–\$45,000, commensurate with experience, qualifications, and skills.

TO APPLY: Send electronic submission of cover letter and resume including salary requirements to edemerit@soy.org on or before July 31, 2026. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately and will continue on a rolling basis. **Please**

include **“Program Operations Assistant ” in the subject line.** No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider.

Non-Discrimination Statement: *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.*