

Job Description

Program Associate – Advocacy Learning Center

The Program Associate works closely with the Advocacy Learning Center Program Manager and project team to provide administrative, logistical and program support for the Advocacy Learning Center, an 18-month learning course for advocacy programs from around the country, and will assist other Praxis programs as needed.

Primary Duties: The Program Associate will work in the St. Paul office, and work closely with the Program Manager and project team on our Advocacy Learning Center project to provide administrative, logistical and program support for the Advocacy Learning Center, and will assist other Praxis programs as needed.

Essential Job Functions:

Provide administrative support to the Advocacy Learning Center (ALC) project

- Ensure overall program administrative operations are effective and efficient
- Coordinate email and mail communications
- Maintain and update a program database that meets record-keeping and reporting needs
- Collect event demographics and attendance
- Complete required progress reports
- Maintain program records and files
- Order supplies and materials
- Update and develop program website content
- Compile training event evaluations

Support the implementation of ALC program activities

- Coordinate a recruitment, application and selection process for program participants
- Assist with executing in-person and webinar and audio conference trainings and meetings
- Develop program materials, products, publicity and training materials using desktop publishing, and coordinate production with vendors
- Provide prompt, courteous communications to ALC participants for requests for information and support
- Coordinate individual technical assistance to participants
- Coordinate an impact and evaluation survey process
- Attend project planning meetings

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- Take notes at and/or transcribe recordings of meetings, focus groups, roundtables

Provide logistical planning and support for ALC and other project meetings and trainings, in coordination with other project staff and the Praxis Training Manager.

- Provide pre-event logistical support and post-event wrap-up for in-person events and meetings
- Prepare training materials
- Order meeting supplies and materials
- Create nametags, participant lists, signage, etc.
- Arrange equipment and provide technology/equipment assistance at events
- Prepare and break-down meeting rooms

Provide administrative and clerical support for other Praxis programs and projects as requested such as the Blueprint for Safety, TA on Institutional Analysis and Rural TA projects

- Maintain and update program databases
- Maintain program participant contact lists
- Provide planning and technical support to webinars and in-person events
- Maintain program records and files

Other duties as assigned

As requested, work on other projects or task such as providing support to management and program staff (such as schedule meetings, copy materials, process mailings, book travel arrangements).