



**Position:** Program Assistant, Program and Professional Development

**Reports To:** Senior Vice President, Program and Professional Development

The program assistant for program and professional development provides administrative assistance to the senior vice president and program and professional development staff. This role serves as liaison to the TRIO community and other external constituencies concerning the professional development efforts of the Council for Opportunity in Education (COE).

**Specific Responsibilities:**

- Updating and monitoring the IMIS database entries and reports for accurate and current training seminar and seminar applicant/attendee information
- Writing correspondence and memoranda and providing accurate summary and evaluation data for the interim and final performance reports concerning TRIO training seminars
- Support in planning, coordinating, and implementing COE conferences and professional development seminars, including the annual Policy Seminar; Seminar on Relations with the Department of Education; the Annual Conference; and professional development division proposal writing workshops, webinars, online classes, technical assistance trainings, and other grants/trainings.
- Coordinating and negotiating logistics with hotel properties for meetings and seminars
- Providing efficient office administration for the division
- Serving as a receptionist on a rotational basis
- Provides support in member services with a focus on customer service; and
- Handling other duties as assigned

**Position Requirements:**

- Bachelor's degree required
- Have a working background of the Federal TRIO Programs or other access and success programs
- Excellent oral and written communications ability
- Strong organizational skills
- Ability to travel for COE-conducted professional development workshops
- Computer processing skills, including proficiency with the Microsoft Office suite
- Ability to relate to and communicate with diverse groups of individuals as a trusted team player

**Additional Information:** Position is open until filled and based in Washington, D.C. Competitive salary based on experience. Generous benefits package.

**How to Apply:** To apply, please send a letter of interest, resume, and list of references with the subject line "PPD Program Assistant" to [Vanessa.Ramirez@coenet.org](mailto:Vanessa.Ramirez@coenet.org). *No phone calls please.*