

## JOB DESCRIPTION

**Title:** Program Officer

**FLSA Classification:** Exempt

**Department:** Education

### Summary:

The Program Officer is responsible for the development, implementation, and administration of Department of Education activities. The Program Officer reports to the Deputy Executive Director (DED).

### Responsibilities:

- Support the DED and presidentially appointed committees in developing and implementing the Annual and Midyear meetings, including plenaries and program tracks, interest group sessions, continuing legal education, academic and professional development activities, and other events;
- Support the DED and presidentially appointed committees in developing and implementing educational programming, including conferences, special events, interest group activities, webinars, educational resources, and research activities;
- Manage the ASIL career development program, including updates to the *ASIL Guide to Careers in International Law*, mentoring and professional development programs (in-person and online), and creation of professional development materials for use by ASIL members, Academic Partners, and Law Firm Members;
- Engage in public speaking on behalf of the Society (usually in academic settings);
- Administer ASIL's United Nations Observer program, including coordinating the accreditation and reporting obligations of authorized representatives of the Society;
- Liaise with the Director of Publications and Research regarding management of *ASIL Insights* and *International Law in Brief*, and contribute written content as appropriate;
- Supervise ASIL event volunteer staff, international law fellows, and interns
- Coordinate with ASIL staff assigned to assist with in person and online events;
- Create ASIL website content and promotional materials for all education activities;
- Assist with the design and implementation of ASIL's judicial education programs;
- Assist with the design and implementation of programs to support Academic, Law Firm, and Publisher Partnerships;
- Assist with the development and operation of ASIL CLE programming, including accreditation, promotion, registration, online distribution, development of new program content, and identifying and obtaining research materials;
- Manage the Arthur C. Helton Fellowship Program, including developing promotional materials, coordinating the selection process, and developing and administering a post-fellowship alumni program; and
- Such other program-related duties as shall be assigned by the DED.

### Minimum Qualifications:

- BA/BS and J.D., or equivalent. Demonstrated experience in and knowledge of international law.
- Minimum of three years of experience working in the legal or non-profit sectors;
- Excellent written and oral communication skills;
- Ability to conduct international legal research and produce cogent written analyses under tight deadlines;
- Ability to work flexible hours in support of education programs;

- Program management skills, including design, implementation, and evaluation of existing and new programmatic goals;
- Strong initiative and follow-through, the ability to multi-task effectively, including prioritization of competing obligations, and the ability to work under pressure;
- Strong interpersonal skills; and
- Strong organizational skills.

**Preferred Qualifications:**

- Experience in managing and coordinating events, both online and in-person;
- International study or other relevant international experience;
- Strong public speaking skills;
- Prior experience supervising staff and support personnel;
- Knowledge of and experience with administering continuing legal education programs;
- Experience with membership organization procedures and programs; and
- Budget and financial management experience.

**Equal Employment Opportunity:**

The American Society of International Law is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or on any other basis prohibited by law. We value a diverse and inclusive workforce and encourage all qualified individuals to apply.

**Visa Status:**

The American Society of International Law welcomes applications from persons of any nationality. Non-US applicants must be legally authorized to work in the United States on an on-going basis without sponsorship.

**Compensation:**

The salary range for this position is \$55,000 to \$65,000, based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.

**Remote Work:**

Unless authorized to work remotely, the employee will be required to perform the duties of the position in person, subject to public health conditions. All Society employees are required to be fully vaccinated against COVID-19, unless an accommodation is requested and provided.

**How to apply:**

Please submit a cover letter, resume, references, and writing sample (no more than 10 pages) as a single PDF document to [jobs@asil.org](mailto:jobs@asil.org). Please put “Program Officer” in the subject line. Applications will be reviewed on a rolling basis.

**Location:**

2223 Massachusetts Avenue, NW  
Washington, DC 20008