



JOB DESCRIPTION

Title: Programs Officer
FLSA Classification: Exempt
Reports to: Senior Programs Manager
Location: 2223 Massachusetts Avenue, NW, Washington, DC 20008

American Society of International Law

The American Society of International Law (“ASIL” or “the Society”) is the premier membership organization in the field of international law. Founded in 1906, ASIL’s mission is to foster the study of international law and to promote the establishment and maintenance of international relations on the basis of law and justice. The Society has roughly 3,500 members, some 40% of whom live and work outside the United States. For nearly 120 years, ASIL has published the leading peer reviewed journal in the field, the American Journal of International Law, alongside other critical publications. ASIL is a constituent member of the American Council of Learned Societies and maintains consultative status at the United Nations.

Position Summary

The Program Officer is responsible for, and is a significant resource to, the development, implementation, and administration of Department of Programs activities. The position writes synopses of events, leads a small handful of programs, and comprehensively supports and provides deliverables to the Society’s broad array of Programs, including speaker management, content revisions, virtual and in-person meeting logistics, communications, calendar and task management, and other responsibilities. The Program Officer contributes to creating new programs, and strengthens and improves the Society’s existing program workflows and processes. The Program Officer provides comprehensive support to the Senior Programs Manager.

Responsibilities

- Support the Senior Programs Manager 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 Senior Programs Manager and presidentially appointed committees in developing and implementing educational programming, including conferences, special events, interest group activities, webinars, educational resources, and research activities.
- Liaise directly with the Society’s Interest Groups on their creation of events and other programming.
- Create flyers, communications, and social media posts for programs and events.
- Track speaker data and information through extensive use of spreadsheets and task management tools.
- Support the Senior Programs Manager with the United Nations Observer program, including overseeing the selection of members to participate at official meetings of the UN, UNCITRAL, WTO, OSCE, OECD, and other bodies with whom the Society has official observer status,

coordinating the accreditation and reporting obligations of authorized representatives of the Society, and ensuring its official status remains current.

- Create Society website content and promotional materials for all educational activities.
- Maintain an active social media presence in support of the Society's programs with oversight by the Senior Program Manager and Director of Publications and Research.
- Support the Senior Programs Manager and Director of Development and Partnerships with the design and implementation of programs to support Academic, Law Firm, and Publisher Partnerships.
- Assist with the development and compliance of Society's CLE programming, including accreditation, promotion, registration, online distribution, development of new program content, and identifying and obtaining research materials.
- Bolster 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 and Academic Partners.
- Serve as rapporteur for ASIL events: in addition to staffing the events, keep track of attendance and take notes of substance.
- Coordinate with relevant staff on execution of in-person and online events.
- Engage in public speaking on behalf of the Society (usually in academic settings).
- Support the Director of Publications and Research with the Arthur C. Helton Fellowship Program, including developing promotional materials, coordinating the selection process, and developing and administering a post-fellowship alumni program.
- Support the Society's Publications & Research Department with programs designed to elevate the content of the Society's publications and research programs.
- Supervise Programs interns and event volunteers.
- Perform other duties as assigned.

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. Lead staffing of evening and weekend events including the Annual and Midyear Meetings.
- 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 and organizational skills.
- Strong social media skills.

Preferred Qualifications

- Experience in managing and coordinating events, both online and in-person.
- International study or other relevant international experience.
- Basic graphic design skills
- 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
- 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 target salary range for this position is competitive, 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. Society staff is currently expected to work in person from Tuesday to Thursday; notwithstanding in-person evening events, which may take place any day of the week. 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. Please put "Program Officer" in the subject line. Applications will be reviewed on a rolling basis.

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2223 Massachusetts Avenue, NW
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