

Program Assistant

Project Description

A Program Assistant will be hired to work with the director, project manager, and other senior personnel of iDigBio and FLMNH to ensure efficient and effective completion of project goals and objectives. The Project Assistant will be responsible for day-to-day office operations; organization and logistics of workshops and working groups; scheduling, attending, and recording minutes at meetings of internal and external review boards and committees; assisting personnel with preparations for site reviews to determine the effectiveness of the national resource and its value to the scientific community; and performing other relevant tasks as requested by the project administrators.

Essential Functions

35%: In consultation with project administrators, workshop and conference planning and organization including logistics, participant tracking, meeting space reservations, travel reservations (flights, hotels, rental cars, etc.), catering coordination, organizing various social functions, workshop budget tracking, and reimbursement paperwork/processing.

30%: Organizing, scheduling and attending meetings (when appropriate) including procurement/setup up refreshments, taking minutes, and documenting minutes for distribution.

20%: Maintaining professional and efficient day-to-day office operations including procurement of office supplies and running errands.

10%: Providing assistance to the Project PIs, Project Manager, and iDigBio staff on relevant tasks related to iDigBio.

5%: Perform other relevant tasks as requested by project leadership and administration.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications

Formal training and/or experience necessary to organize and manage resources for the successful completion of project goals and objectives. Familiarity with information technology projects, website development, workshop organization and use of biological collections in research and education is beneficial.