Program Assistant

The American Federation for Aging Research (AFAR) is a New York based nonprofit, 501(c)3 organization established in 1981 to support biomedical research on aging processes. AFAR is seeking a Program Assistant to provide support to the Grants Department.

Position Summary

The Program Assistant provides administrative and programmatic support to the Grants Department staff. Ideal candidates will be detail-oriented, have strong computer skills, can juggle multiple projects, have experience in database management, social media and website management, grants management and have an interest in science and research.

Responsibilities include but are not limited to:

- Provide administrative and programmatic support to the Grants Department staff
- Assist in the planning for scientific conferences and workshops
- Assist in the scheduling of meetings, including selection committee meetings and other program-related meetings
- Assist with maintenance of organization’s online presence through email and website management, as well as daily social network maintenance.
- Assist with the provision of pre- and post-grant award activities
- Maintain and update data management; mailings management; scheduling; and answering phones.
- Assist with the development, coordination and evaluation of surveys
- Answer grant-related questions (by phone and e-mail)

The ideal candidate for this role would be an energetic and committed team member who can take direction and is ready to roll up their sleeves and proactively support the activities of a small but growing organization. Foremost, this role requires an ability to multi-task, switch gears as needed, and have impeccable organizational skills and attention to detail. The ideal candidate will also have a positive attitude, and be personable, resourceful, and creative to work independently for AFAR.

Minimum Requirements:

- BA or BS from an accredited college/university
- Expert in Microsoft Word, Excel, Power Point, Adobe Acrobat, experience with HTML or CMS management and social media
- Candidates with experience in the nonprofit sector and/or interest in medical research are encouraged to apply
- Located in commuting distance of the organization’s headquarters in New York City

Competitive salary and excellent benefits.

To apply, email resume and cover letter as PDF or Word attachments to info@afar.org. No phone calls please.

AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.