



**Employer Name:** Social Science Research Council (SSRC)

**Position Title:** Program Assistant

**Location - City, State:** Brooklyn, New York

**Industry:** Non-Profit - Other

**Job Description:** The Social Science Research Council (SSRC) is an independent, international, nonprofit organization devoted to the advancement of interdisciplinary research in the social sciences through a wide variety of workshops and conferences, fellowships and grants, summer training institutes, scholarly exchanges, research, and publications. For more information, please visit our website: [www.ssrc.org](http://www.ssrc.org).

The SSRC is guided by the belief that justice, prosperity, and democracy all require better understanding of complex social, cultural, economic, and political processes. We work with practitioners, policymakers, and academic researchers in the social sciences, related professions, and the humanities and natural sciences. We build interdisciplinary and international networks, working with partners around the world to link research to practice and policy, strengthen individual and institutional capacities for learning, and enhance public access to information.

For information on particular SSRC programs, please refer to our website at: [www.ssrc.org](http://www.ssrc.org)

**GENERAL DUTIES:**

- Assisting in overall administration of the program including, but not limited to: file maintenance, preparing meeting materials, maintaining databases and spreadsheets;
- Coordinating outreach including handling requests for information and updating outreach materials;
- Assisting in the development and maintenance of program websites, outreach materials, and social media postings.
- Organizing conferences, workshops and meetings both on and offsite;
- Assisting with financial budgets and expense accounts; and
- Research assistance and other additional responsibilities and projects as directed, depending upon interest and capacity.

**GENERAL REQUIREMENTS:**

- Bachelor of Arts or Sciences Degree;
- Ability to multi-task and prioritize daily activities to meet competing deadlines;
- Excellent organizational skills with strong attention to detail;
- Excellent writing and oral communication skills;
- Proficient in MS Office, including Word, Excel, Outlook, database management and Internet applications;
- Previous administrative experience a plus; and
- Language skills depend on the particular needs of the program.

**SALARY & BENEFITS:**

Annual Salary: \$40,000, full medical, dental and vision coverage, \$1,500 annual tuition and/or student loan reimbursement, generous vacation, personal and sick leave, annual gym reimbursement, and more (please see HR for details).



**TO APPLY:** The SSRC will have two to three Program Assistant position openings available this summer (programs have not yet been determined). Openings will be posted on <https://www.ssrc.org/about/employment/> in **May/June 2018**. Please apply for a specific Program Assistant position once it has been posted online, by submitting a cover letter and resume to [applications@ssrc.org](mailto:applications@ssrc.org). The SSRC is an equal opportunity employer.

**Duration:** Permanent

**Job Functions:** Research, Other

**Employer Description:** The SSRC is a not-for-profit organization devoted to the advancement of interdisciplinary research in the social sciences. It does this through a wide variety of workshops and conferences, fellowships and grants, summer training institutes, scholarly exchanges and publications.

**Employer Locations:** Brooklyn, New York

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required