

JOB ANNOUNCEMENT
Program Assistant (Full-Time)

FASPE is a small non-profit supporting professional ethics. We are looking for someone to join our dynamic team and contribute to our growth. FASPE operates innovative fellowship programs for early-career professionals and students at professional schools — in business, journalism, law, medicine, and religion — that address contemporary ethical issues through a unique historical context. Each of our programs is comprised of a two-week study trip to Germany and Poland where fellows use the actions of their professional counterparts in Germany between 1933 and 1945 as a starting point for an intensive course of study of contemporary ethics in their fields. FASPE is entering its eighth year of operation, has over 400 alumni, and receives close to 1,000 applications for its programs each year. To learn more about FASPE, please visit www.FASPE-Ethics.org.

Responsibilities:

- Assist FASPE's Director and Board Chairman with programming and planning, including communicating with national and international program partners, organizing and analyzing recruitment efforts, developing program materials, and communicating with FASPE Fellows.
- Assist the Director with coordinating the logistics for FASPE travel programs.
- Assist the FASPE Development Officer with research, grant writing, and fundraising event planning.
- Other administrative duties and projects as assigned.

Requirements:

- Bachelor's degree.
- Preferred: interest in European history, education, ethics, professional development, or experiential education.
- Excellent organizational, communication, and writing skills. German and/or Polish language skills a plus.
- Proven ability to work closely and comfortably with others.
- Excellent computer skills, including knowledge of MS Word, Excel, and Outlook, and Internet research and booking abilities.

Other Details:

- Position reports to the Executive Director of FASPE.
- Salary commensurate with experience. Full benefits package offered, including medical.
- FASPE is a registered 501 (c)3 organization.
- FASPE is located in midtown west.

To apply, please send resume and writing sample to: Thorin Tritter, FASPE's Executive Director, at ttritter@faspe-ethics.org.