Program Assistant for Governance and Awards

Under the supervision of the executive director, the Program Assistant for Governance and Awards provides administrative assistance to the board of officers and APA committees, and oversees the administration of APA grants, prizes, and awards.

This is a part-time, non-benefitted position, with an expectation of approximately 25 working hours per week. The position is based at the APA’s headquarters on the campus of the University of Delaware in Newark, DE, on a hybrid in-person/remote working schedule (normally 2 in-person days per week). Though preference will be given to candidates able to regularly work from the APA headquarters, fully remote work arrangements will be considered for outstanding candidates from other geographic areas.

Major Responsibilities

- Serves as the staff liaison and administrative assistant to the board of officers, collaborating with the executive director, the chair of the board, and other officers on various projects and tasks as needed. Assists executive director and board chair in preparing agendas and meeting materials for quarterly board meetings. Coordinates special functions such as the annual in-person meeting of the APA’s board of officers and annual APA lecture. Attends and takes minutes for all board meetings. Ensures timely publication on the APA website of board meeting minutes and addenda, committee and grant reports, and other documents related to board actions. Implements board decisions and initiatives as directed.

- Serves as the staff liaison to 18 APA committees. Facilitates board and committee communication; facilitates nominations process for board, committee, and Graduate Student Council positions. Provides support for committee projects as needed.

- Administers APA prizes and fellowships. Collaborates with committee chairs regarding prize selection and facilitates prize nomination processes. In consultation with the chair of the Committee on Lectures, Publications, and Research, assigns members to prize selection subcommittees. Maintains contacts with publishers to facilitate provision of prize-nominated materials to selection committees. Collaborates with the communications and publications coordinator and deputy director to announce prize winners. Together with the communications and publications coordinator, makes arrangements between authors,
editors, and publishers for publication of prize-winning works. Together with the meeting coordinator, organizes prize receptions at divisional meetings.

- Administers the APA’s grant programs. Reviews grant proposals to make sure all required information is complete, corresponds with applicants, assists the board and committees with grant review, and handles grant-related communications.

- Drafts press releases, news announcements, and other APA communications related to areas of responsibility.

- Along with all other APA staff, attends and staffs the APA annual meetings.

- Performs other related duties as assigned.

Qualifications

- Bachelor’s degree strongly preferred, along with two years’ relevant experience, preferably in a nonprofit or academic environment. Related experience may be substituted for additional education beyond high school diploma or GED; additional related education may be substituted for required experience.

- Excellent written and oral communication skills.

- Demonstrated ability to prioritize work and track multiple projects simultaneously while adhering to deadlines.

- Demonstrated ability to work both independently and as part of a team.

- Demonstrated ability to work well with people of all ages and diverse backgrounds and to maintain a positive and collaborative work environment.

- Flexibility to work longer hours during and immediately prior to board and divisional meetings.

- Ability and availability to travel to attend annual in-person board meeting as well as at least two of the three APA divisional meetings each year.

- Proficiency with Microsoft Office software, particularly Word and Excel.

- Experience with association management software packages, preferably YourMembership.com, is preferred.

- Familiarity with the discipline of philosophy and/or the work of professional academic associations is a plus.

Special Requirements

- Some business travel required.
About the APA

The American Philosophical Association (APA) is the premier professional organization for philosophers in North America. Its headquarters is located on the campus of the University of Delaware. The APA administrative office maintains membership records for over 10,000 current and past members, produces APA publications, develops resources for philosophy students and faculty, and supports three annual international meetings of philosophers.

Additional Information

- **Hours:** Part-time (approximately 25 hours per week)
- **Benefits:** This is a non-benefitted position.
- **Compensation:** Hourly rate commensurate with experience and in accordance with the University of Delaware compensation guidelines.
- **For questions and additional information:** Contact jobs@apaonline.org

How To Apply

Fill out the application form on the APA website. Applications will be accepted until the position is filled, but applications received by January 8, 2023, are guaranteed full consideration.

Equal Employment Opportunity

*Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

_The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)