

Program Assistant

Position Title: Program Assistant

Reports to: Operations Manager

Location: Remote

Duration: August 2026

Hours: Part-time, 25 hours/week

Salary: \$34 per hour

The International Civil Society Action Network (ICAN) is a DC-based non-profit organization whose mission is to support civil society activism in promoting women's rights, peace and human security in countries affected by conflict, transition and closed political space. ICAN aims to support women's efforts through bridging the divisions between activists and the policy community, elevating the voices and experiences of women activists, building skills, and ensuring the exchange of knowledge and resources. Our vision is a world founded on peace, equality and respect for pluralism.

The Program Assistant will provide operational, administrative, and logistical support to Program teams as well as directly to the Founder/CEO and Co-CEO & Managing Director. They will work closely with the Operations Manager. This role is designed to ensure smooth day-to-day operations and provide critical support for ongoing organizational activity.

Primary Responsibilities:

Executive Support

- Provide day-to-day administrative and logistical assistance to the Founder/CEO and Co-CEO/Managing Director.
- Support scheduling, expense reports, timesheets, calendar management, and preparation of meeting materials.
- Assist in preparing correspondence, briefings, and documentation.

Event & Logistics Support

- Support the Operations Manager in coordinating domestic and international events, including workshops, conferences, staff meetings, and board meetings.
- Arrange travel for staff and partners in the Women's Alliance for Security Leadership (WASL) including flights, accommodation, visas, insurance, and local transportation.
- Coordinate venue bookings, catering, interpretation services, and other event requirements.
- Assist with the preparation of event materials, participant folders, and briefing packages.
- Provide logistical support for virtual events as needed.

Operational Support

- Assist with general office and records management.
- Provide general logistical support to the ICAN team, ensuring smooth workflows and compliance with ICAN policies.
- Help maintain up-to-date databases of contacts, service providers, and WASL
- Coordinate with vendors, consultants, and contractors to ensure timely service delivery.
- Provide back-up support across operations as required (finance administration, IT coordination, etc.).

Program Support

- Pull, compile, and organize information and data requested by Program Staff.
- Create and maintain templates (reports, letters, tracking sheets, and other recurring documents) for Program Staff use.
- Provide general administrative support to Program Staff on an as-needed basis.

Qualifications

- Must have permit to work in the US (ICAN cannot offer sponsorship).
- Minimum 3-4 years of experience in operations, administration, or event coordination (nonprofit experience preferred).
- Strong organizational and time-management skills with attention to detail.
- Proven experience supporting senior executives with scheduling and logistics.
- Familiarity with event planning, including international travel arrangements.
- Excellent communication and interpersonal skills with cross-cultural sensitivity.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams) and comfort with digital collaboration tools.
- Proactive, flexible, and able to manage multiple priorities in a dynamic environment.