

Program Manager

The World Initiative for Soy in Human Health (WISHH) was founded in 2000 to expand the work of the American Soybean Association (ASA) in developing and emerging markets to improve health, nutrition and food security, building the groundwork for future export markets for U.S. soy. WISHH provides services in food technology, business development, poultry and aquaculture production and nutrition services. For more information about WISHH, visit our website wishh.org

ASA/WISHH connects trade and development to strengthen agricultural value chains in emerging markets, creating trade and long-term demand for U.S. soy. ASA/WISHH builds opportunity for long-term trade by improving agricultural value chains, human and animal nutrition, and farmer net incomes. The St. Louis-based Program operates in sub-Saharan Africa, Asia and Central America.

ASA/WISHH achieves its mission by working in close partnership with: (1) the public sector (e.g., USDA, USAID, U.S. land grant universities, and host country governments), (2) the private sector (e.g., trade associations: Qualified State Soybean Boards, United Soybean Board and U.S. Soybean Export Council), and (3) private voluntary organizations. ASA/WISHH relies on decades of experience in food commercial development and agricultural development programming. The Program takes pride in its growing portfolio of success with U.S. government-funded projects, including USDA (Food for Progress, McGovern-Dole, Global Broad-Based Initiative, Foreign Market Development, Market Access Program, Agricultural Trade Promotion, Emerging Markets Program, and Quality Samples Program) and USAID funding in both prime and sub-recipient capacities.

We are looking for an experienced **Program Manager** to organize and coordinate programs for work in Asia, based at our St. Louis office.

Program Manager Job Responsibilities:

- Assist with the planning and administering of activities, projects and budgets in the Asian region using project management software.
- Provide administrative support for the regional program.
- Prepare donor reports, presentations and internal/external communication materials
- Manage international activity deployment through in-country contractors.
- Analyze key account Customer Relationship Management and activity evaluation data for future program improvement and resource allocations
- Provide status updates to management, governance committee and staff as necessary
- Participate in suitable strategies, objective planning and tactical planning teams.
- Recommend new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed
- Participate in special projects as assigned to support the overall program
- Be capable of speaking publicly to WISHH's work and impact.
- Travel around 15% on international and domestic trips
- Ensure activities are compliant according to funding source regulations and disclose conflicts of interest when required.

The program manager is responsible for assisting with the planning and administering of activities and projects in the Asia region. This position includes oversight of select projects, program budgets, coordination of efforts of team members, partners, and third-party contractors and/or consultants to ensure quality control and that the activities are carried out according to plan. This position participates in special projects as assigned to support the overall program. The position will require approximately 15% travel with a willingness and ability to travel domestically and internationally multiple times a year.

Work Hours & Benefits: One of the highlights of working with ASA/WISHH is the variety of benefits available to eligible employees. We offer competitive wages, good working conditions and exceptional benefits. ASA/WISHH offers a hybrid work environment with flexible office hour schedules. Benefits include:

- Employee Assistance Program
- Adoption Assistance
- Tuition Reimbursement
- Family Assistance Bonus Program
- Healthcare Flexible Spending Account
- Parental Leave
- Life Insurance
- Short Term & Long-Term Disability Insurance
- Medical/Dental/Vision Insurance
- 401(k) (All employees)

In addition, ASA/WISHH observes 9 holidays each year plus 1 personal holiday of your choice, provides 15 vacation days and up to 12 sick days per year.

Program Manager Qualifications / Skills:

- Excellent verbal and written communication skills
- Strong attention to detail in all aspects of project management
- Budget monitoring
- Outstanding leadership and organizational skills
- Knowledge of USDA and/or USAID programs is desired
- Excellent problem-solving ability
- Focusing on results and outcomes
- Relationship building
- Presentation Skills
- Focusing on results and outcomes

Education and Experience Requirements:

- BA in management, business, marketing, international relations or related field and/or equivalent combination of education or work experience.
- 3 - 5 years of business or international development project management experience is a plus

TO APPLY: Send electronic submission of resume and cover letter, including salary requirements, to apooock@soy.org by **September 13, 2024**. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately and continue on a rolling basis until the right candidate is found. Please include **"Program Manager"** in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.