

## Program Assistant

The American Soybean Association (ASA) was founded in 1920 by soybean farmers and extension workers to promote soy for high protein applications in developmental settings. Overseas activities initiated in the mid-1950s, and to date ASA has worked in over 80 countries. 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 markets of soy. WISHH provides services in food technology, business development, nutrition services, and program and proposal development. WISHH expertise extends its network into additional areas, such as aquaculture and animal feed.

ASA/WISHH connects trade and development to strengthen agricultural value chains in emerging markets, creating trade and long-term demand for U.S. soy. Trade can improve lives worldwide for both farmers and consumers. U.S. soy trade in emerging markets is pivotal to improve accessibility, affordability, and acceptability of high-quality plant and animal-sourced proteins in developing economies. Rising incomes in emerging economies generate further opportunity for trade. ASA/WISHH builds opportunity for long-term trade by improving agricultural value chains, human and animal nutrition, and farmer net incomes. ASA/WISHH initiatives broadly fit in two arenas: (1) trade-building long-term, early-stage market development, and (2) trade-building international agriculture and economic development. 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, 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 (PVOs). The Program draws upon the resources and experience of these partners and the services of a cadre of ASA/WISHH consultants with technical expertise in agricultural, international and commercial development spheres. 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 (FFPr), McGovern-Dole, Foreign Market Development, Market Access Program, Agricultural Trade Promotion, Emerging Markets Program, and Quality Samples Program) and funding in both prime and sub-recipient capacities. ASA/WISHH has also attracted both private sector and other complementary funding sources from various donors to build on and leverage core funding from Qualified State Soybean Boards.

WISHH's objective is to increase the international consumption of soy protein in the human, livestock, and aquaculture sectors in new markets and thereby create new opportunities for soybeans and providing higher economic returns to U.S. soybean producers.

Under the Director of Operations, the Program Assistant provides vital support to the WISHH team by ensuring the smooth execution of administrative, logistical, and program-related tasks. This role works closely with the Executive Director, Chief Operating Officer, and Director of Operations, supporting domestic and international activities. Key responsibilities include handling processing invoices, tracking expenses, and ensuring compliance with donor and USDA requirements.

The ideal candidate is highly organized, detail-oriented, and capable of managing multiple priorities while maintaining a collaborative and professional demeanor.

## **Program Assistant Job Responsibilities:**

### **Administrative Support**

- Provide administrative assistance to WISHH leadership, including handling ad hoc assignments, travel arrangements, correspondence, and calendar management.
- Maintain and update shared templates and filing systems (including electronic files via the Shared Drive and Xledger accounting system).
- Prepare printed materials, mail packages, and manage office supply inventories and promotional item orders.
- Support general office organization and upkeep.

### **Travel and Meeting Coordination**

- Arrange travel and meeting logistics for staff and partners, including preparing travel folders, obtaining travel authorizations, compiling per diem sheets, and post-travel expense documentation.
- Develop and maintain tracking tools for travel-related expenses partners, program events, and travel missions.
- Coordinate logistics and materials preparation for Board meetings and other key events.
- Ensure timely submission of compliant reports to funding entities and monitor deadlines accordingly.

### **Compliance and Financial Support**

- Submit invoices, travel reimbursements, and vendor payments with accurate coding and initial compliance review.
- Track service and end-result contracts to ensure deliverables and payments align with donor and internal requirements.
- Assist with request for proposals/quotes processes including formatting, posting, and tracking documentation for compliance.
- Monitor office inventory and ensure regular updates to tracking sheets.
- Gather data for reclassifications, track accruals, and assist with industry contributions processing.

### **Collaboration and Cross-functional Support**

- Work closely with the Director of Operations and Accounting team to ensure contract and payment compliance.
- Coordinate with other Program Administrator, Special Projects for Board preparation tasks.
- Maintain up-to-date project checklists and compliance files.
- Support regional directors and program staff with data collection, document preparation, and meeting logistics as needed.
- Prep and attend meetings and take notes and oversee follow-up tasks as requested.

## **Qualifications:**

### **Technical Skills:**

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to learn and work with additional systems such as Xledger accounting system, MS Project, and internet-based platforms.
- Strong typing accuracy and document formatting skills.

### **Communication Skills:**

- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to interact professionally across cultures.
- Ability to maintain confidentiality and represent the organization with tact and professionalism.

### **Organizational & Problem-Solving Skills:**

- Exceptional attention to detail and organizational abilities.
- Ability to prioritize tasks, meet deadlines, and work independently.
- Initiative and flexibility to adapt to changing needs and projects.

### **Mathematical Skills:**

- Strong ability to process numerical data, including expense reconciliation, voucher preparation, and budget tracking.

**Work Hours & Benefits:** One of the many advantages of working with ASA/WISHH is the variety of benefits available to eligible employees. Our goal is to hire employees who will work hard to help us reach our goals and objectives. ASA/WISHH offers a hybrid work environment with flexible office hour schedules. Benefits include:

- Tuition Reimbursement
- Healthcare Flexible Spending Account
- Paternity Leave
- Adoption Assistance
- Life Insurance
- Short-Term & Long-Term Disability Insurance
- Medical/Dental/Vision Insurance
  - ASA pays 90% of employee and 75% of family coverage.
  - Offers four different Medical Plans, including HDHP with a health savings account.
- 401(k) (All employees)
  - 100% match up to 5% of salary (IRS limits apply)
  - Eligible 90 days after the first of the month

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

### Education and Experience Requirements:

- Associate's degree, or equivalent, is required, with a minimum of 4 years of payable or contracting experience or equivalent combination of education and experience (Bachelor's degree preferred). Experience in making domestic and international travel and meeting arrangements for small and large groups is a plus.

**TO APPLY:** Send electronic submission of cover letter and resume including salary requirements to [edemerit@soy.org](mailto:edemerit@soy.org) on or before September 5, 2025. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately and will continue on a rolling basis. **Please include "Program Assistant" in the subject line.** No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider.

**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.*