

Job Post Program Assistant

The American Soybean Association (ASA) / World Initiative for Soy in Human Health (WISHH) in St. Louis is seeking a program assistant to support the WISHH team by ensuring the smooth execution of administrative, logistical, and program-related tasks supporting domestic and international activities. Key responsibilities include processing invoices, tracking expenses, and ensuring compliance with donor and USDA requirements.

The role includes:

- Provide administrative assistance to WISHH leadership, including handling travel arrangements, correspondence, calendar management, gathering data, as well as ad hoc assignments.
- Assist with logistics and preparations for board meetings and other key events. Attend meetings as requested to document meeting minutes.
- Provide support by submitting accurate invoices and expense reports, gathering data and tracking for donor contributions, and assist with request for proposals while following compliance guidelines.
- Monitor website ensuring information is current.

A farmer-led organization, the American Soybean Association has served as the national trade organization that advocates on behalf of U.S. soybean farmers on domestic policy issues and international trade issues for more than 100 years. ASA represents the collective voice of 500,000 soybean growers in 30 soybean-producing states. The World Initiative for Soy in Human Health was founded to expand the work of the 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.

Check us out at: wishh.org soygrowers.com

What's in it for you:

- Salary commensurate with experience.
- Benefits include medical, dental, paid time off, 401K plan with employer match, and flexibility to work remotely up to two days per week.
- Supportive and engaging team - work environment.
- Satisfaction in knowing you make a difference by improving global health, nutrition, and food security.

What we need:

- Excellent spoken, written, and listening communication skills.
- Strong organizational skills with the ability to prioritize tasks, while focused on the details and meeting deadlines.
- Ability to maintain confidentiality and represent ASA / WISHH with tact and professionalism.
- Excellent Microsoft Office Suite skills.

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.