



EARTHQUAKE ENGINEERING RESEARCH INSTITUTE

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Employment Opportunity - Program Associate

Established national non-profit organization seeks a dynamic, creative, experienced, and technology-aware Program Associate. This person will be a key staff member with internal and external responsibilities for multiple projects and programs. The Program Associate will also provide support or lead on a range of association activities such as webinars, annual meetings, conferences, and member and chapter relations.

The Program Associate must be self-motivated, flexible, an excellent communicator, and an outstanding team player. This position requires someone eager to learn and innovate, and ready to take responsibility. An interest in and knowledge of earthquake engineering and hazard risk reduction is highly desirable.

The Program Associate should be adept and comfortable working in a collaborative working environment. Some travel is required. The starting salary is \$65,000 to \$70,000, and is based on qualifications and experience.

EERI (www.eeri.org) is a non-profit membership-supported technical association with an international audience. The Institute serves as the U.S. national society for earthquake professionals and undertakes a number of projects and programs for federal and international agencies and foundations, as well as internally funded projects that benefit the Institute and its 3,000 members. More information on EERI programs and projects can be found at [EERI Projects](#).

EERI provides a comprehensive employee benefits package, paid vacation, holidays, sick days, and a casual professional work environment in City Center Oakland on the BART line.

Primary Responsibilities include:

- Support for program development, budgeting, management and reporting
- Support and guidance for selected technical and administrative committees
- Shared oversight and mentoring of EERI interns
- Development and planning for EERI webinars, annual meetings and conferences
- Building and maintaining strong relationships with partner organizations, funding agencies and EERI members

Desired Relevant Experience:

- Proven ability to effectively manage multiple projects and assignments
- Two or more years experience in a related field or position
- Experience with meeting planning and organizing, both in-person and online.
- Hands-on successful program management experience
- Mobilizing and coordinating professional-level volunteers
- Working with professionals from a range of disciplines and backgrounds
- Working with students and student groups at the university level
- Experience working with non-profit organizations
- Experience with a professional society as an engaged member
- Familiarity with the hazard risk reduction community

Desired Skills:

- Strong task and project management skills
- IT savvy, including basic website development and maintenance
- Intermediate to advance proficiency in Microsoft Office (Word, Excel, PowerPoint, Project)
- Basic to intermediate proficiency in publication layout software (such as Adobe InDesign) and photo/video editing software (such as Adobe Photoshop or Premiere Pro)
- Basic to intermediate proficiency in mapping and GIS
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Eagerness to learn and to accept new responsibilities
- Ability to set priorities, multi-task and be flexible

Education:

Bachelor's degree in a related field required, advanced degree preferred.

Application Instructions

APPLICATION DEADLINE: October 19, 2016

Candidates should send a letter of interest and resume with supporting qualifications to Jay Berger, Executive Director, at jobs@eeri.org. All applications will be kept in confidence. No calls please.