

<b>Job Title</b>	Program Associate
<b>Employer/ Agency</b>	CDR Program Associates
<b>Job Description</b>	<p>The program associate may do any or all of the following:</p> <ul style="list-style-type: none"><li>• Serve as a junior member of facilitation, mediation and training teams. This may include providing flip-chart recording or note-taking, writing meeting summaries, handling logistical tasks, assisting with project management, and/or conducting preparatory interviews.</li><li>• Prepare senior staff for meetings/facilitations</li><li>• Assist with proposals and responds to information requests from prospective clients.</li><li>• Support the development and revision of training materials including: training offerings, curricula, and training evaluation.</li><li>• Assures the maintenance and organization of relevant project materials and records as needed for planning, evaluation, and monitoring.</li><li>• Maintain client database and outreach plan to ensure organized project and partner communication.</li><li>• Research issues and substantive information related to CDR projects, on request from other program staff.</li><li>• Prioritize and organize assigned work to ensured projects are completed on time and in scope</li><li>• Assist with the management of website content, newsletter and other social media.</li><li>• General office administration and organization, including office supply inventory and purchasing.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A bachelor's or master's degree (preferred)</li><li>• A year or more of experience in a related field of work</li><li>• Specialized skills such as communications and public relations</li><li>• Experience in project management, facilitation, training, program evaluation, and process design</li><li>• Excellent writing and communication skills</li><li>• Ability to manage flexible work schedule, including early mornings, some evenings and weekend work</li><li>• Excellent organizational skills with demonstrated ability to execute projects on time and on budget.</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to work independently and take initiative in a fast-paced work environment</li> <li>• Proficient in basic computer use including managing data, reporting, Microsoft Office and designing basic outreach materials</li> </ul>
<b>Salary/Hours</b>	Competitive
<b>Employer/Agency</b>	CDR Associates
<b>Address</b>	4696 Broadway, Suite 3
<b>City, State, Zip</b>	Boulder, CO 80304
<b>Application Method</b>	Mail resume and cover letter
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.