



Program Associate

The Order of St John (“the Order”) is an international humanitarian organization that provides community-based first aid, healthcare and support services worldwide. This charitable work is carried out through support of St John of Jerusalem Eye Hospital Group and other St John organizations. Recognized as an NGO by the United Nations, the Order has a history dating back over 1000 years.

The Priory in the USA (“the Priory”) is one of the Order of St John’s eleven priories around the world. With 1,600 Members, the Priory’s primary mission is support of St John of Jerusalem Eye Hospital Group. **The Priory is seeking a multitasking, detail-oriented, self-driven Program Associate with a recommended 3 years of experience to support our team.**

This dynamic position requires the ability to anticipate needs, think critically and offer solutions to problems with a high level of professionalism and confidentiality. The Program Associate will have responsibilities including, but not limited to:

- Completing a broad variety of tasks to facilitate the work of the office, including maintenance of the membership database, generating reports and managing office operations
- Responding to Member inquiries and determining appropriate course of action, referral or response by exercising judgment that reflects the Priory’s standards and policies
- Supporting fundraising efforts by assisting with the organization and implementation of regional and national events: drafting and disseminating communications, assisting with registration, attending events as needed, following up post-event and other efforts as required
- Providing support for cross-functional initiatives
- Scheduling, supporting and staffing routine meetings and briefings for members of the Priory office staff and the Priory leadership team
- Supporting the team onsite at annual event held each fall
- Managing the online Priory gift shop including inventory, ordering, Shopify management, and mailing

Qualifications and Requirements

A successful candidate for this position is a mission-driven, hardworking, creative thinker with a desire to have input into and help shape the Priory’s programs going forward, and who:

- Has a recommended three years providing support to an executive or an executive team
- Is professional and highly organized with quick problem-solving skills
- Has the ability to work well under pressure in a fast-paced environment and with minimum guidance
- Takes a proactive approach to project management and also has the ability to prioritize and multi-task incoming requests to meet deadlines while maintaining attention to detail

- Has excellent judgment with a strong intuition for exercising discretion
- Has excellent communication skills including writing, editing and interpersonal diplomacy
- Experience with database management, MailChimp, Constant Contact or equivalent email management system
- Proficiency with Zoom and Survey Monkey
- Is proficient with Microsoft Office, particularly Excel and Word
- Skilled with design platforms and social media for marketing purposes
- Demonstrates ability to work effectively both independently and with others in a cooperative, enthusiastic and friendly manner
- Demonstrates flexibility and adaptability in an evolving role
- Displays a professional appearance and demeanor in an office setting to interact with visiting members

Salary and Benefits*

Part-time or full-time in-office options will be considered.

Salary: The annual salary for this position is \$60,000 to \$65,000 per annum (full-time) or \$25-\$30 per hour (part-time).

The U.S. Priory offers a competitive compensation package for all employees which includes:

- A competitive salary commensurate with experience
- Eligibility to participate in our retirement plan upon hire
- Option to participate in our Flexible Spending Account (FSA) program which includes health care, dependent care, and commuter benefits.

In addition to these benefits, full-time employees also receive:

- Paid time off and paid Federal holidays to encourage work life balance
- One-hundred percent employer paid medical, dental, and vision insurance, along with voluntary life insurance
- Eligibility to participate in our retirement plan upon hire and, after one year of employment, a generous discretionary contribution

Part-time employees are expected to work an average of 20-25 hours per week over three or four days (mornings or afternoons).

*Some benefits require a waiting period

Application Process

Please submit a cover letter and resume to jobs@saintjohn.org and indicate “Program Associate” in the Subject line. Resumes will be reviewed as they are received. The position will remain open until filled. **No phone calls please.**

Commitment to Diversity, Equity, and Inclusion

We are an Equal Opportunity Employer and do not discriminate against applicants on the basis of race, religion, gender, national origin, disability, sexual orientation or identity, or any other characteristic protected by law.