



## Program Associate, Journalism and Media Programming

### Full Position Description

A key member of the Stanley Center team, the program associate supports the planning, implementation, and impact assessment of the center's [journalism and media programming](#). All journalism and media programming furthers the center's [vision and mission](#), as well as the strategic goals for our work on three global challenges—[climate change](#), [nuclear weapons](#), and [mass violence and atrocities](#).

The center believes that independent, accurate journalism plays an important role in societies that are more informed, just, and accountable. In support of this belief, we create and organize workshops, reporting fellowships, dialogues, reporting projects, and training [programs](#) to provide journalists and media practitioners with the information, tools, and training they need to produce reporting that is fact based and impactful. Our programming is often carried out in close collaboration with partner organizations around the world. In all these efforts, we uphold and respect the processes and principles of a free and independent press.

The program associate is a part of the policy programming team, reporting to the director of policy programming strategy and working under the day-to-day direction of the [senior program officer](#) for journalism and media.

### Primary Responsibilities

**Program Support:** Because the design and implementation of programming is how the Stanley Center furthers its vision, mission, and goals, the program associate provides key support to our programming activities as part of a two-person team.

As part of program support, the program associate:

- Supports the development and pursuit of our journalism and media programming strategies.
- Assists with the design, coordination, and implementation of our journalism and media programming activities.
- Collaborates across departments to ensure our delivery of high-impact programming.

Specific program support responsibilities of the program associate include:

- Researching and tracking journalism/media trends. This includes keeping the information gathered organized.
- Drafting email communications, written updates, and other text for various uses across the organization and with external partners.
- Collaborating closely with the Communications Department, and others as needed, on journalism and media programming-related communications and publications (social media, newsletters, reports, blog posts, and other content on the center's website).
- Collaborating closely with the Operations Department when planning, organizing, and carrying out programming events.
- Keeping co-workers across the organization well informed of developments and progress on assigned work.

- Participating in programming activities or other events in the United States and abroad organized by the Stanley Center, its partners, or others.

**External Networking and Relationship Maintenance:** Because collaboration with other organizations is a key element of the Stanley Center’s work, the program associate is a part of networking and maintaining strong and supportive ties with key organizational partners, journalists, editors, and other media professionals. As part of networking and relationship maintenance, responsibilities of the program associate include:

- Supporting the center’s journalism and media-oriented networking and relationship development by tracking journalism/media networks, organizations, and funders; previous participants in the center’s journalism and media programming; and the work of partners, as well as by researching potential new partners or participants and programming models.
- Assisting with external collaboration with outside partners, including by scheduling and being a part of planning meetings, drafting documents (e.g., agendas and invitation lists), and other related tasks.
- Keeping journalism and media contacts organized and up to date in the center’s contact database and management system.
- Communicating effectively the vision, mission, and values of the center and the goals and strategies of the journalism and media programming.

**Learning:** Because the Stanley Center has a learning process to help us best understand the impact of the center’s programming, the program associate is expected to understand and contribute to that process. For the program associate, this includes:

- Working with the journalism and media program officer, and outside partners as needed, to collect feedback and impact data (quantitative and qualitative) for the center’s learning process, including administering post-activity assessment surveys.
- Working with the journalism and media program officer to incorporate lessons learned from activity-specific assessments and to adjust programming to reflect feedback from midcycle and end-of-cycle assessments.
- Participating in cross-team learning from assessing programming impact.
- Building their own media intelligence that allows them to understand the needs and challenges of journalists and other media partners and how best to engage journalists and other media professionals around the global challenges of climate change, nuclear weapons, and mass violence and atrocities.

**Team Contribution:** Because the Stanley Center values teamwork and collaboration, we expect the program associate to use open, respectful, and inclusive communication and be part of creating a workplace with a sense of belonging. As part of the larger staff team, the program associate meets deadlines agreed on with others and contributes to internal reporting mechanisms, meetings, and processes/procedures as requested.

**Other assigned or voluntary responsibilities.** The program associate may be asked or voluntarily choose to be part of meetings, processes, or organizational committees focused on tasks outside of their primary responsibilities.