



Program and Grants Management Assistant Job Description

The Mathematical Association of America is the world's largest community of mathematicians, students, and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. The mission of the MAA is to advance the understanding of mathematics and its impact on our world. Our members include university, college, and high school educators and teachers; graduate and undergraduate students; pure and applied mathematicians; computer scientists; statisticians; STEM professionals, and many others in academia, government, business, and industry. We welcome all who are interested in the mathematical sciences.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits, and we are located within a desirable Washington, DC location.

Job Summary

- Assists the Director of Programs and Grants Management and the Programs Coordinator with daily operations of sponsored programs and virtual programming
- Works directly with sponsored project Principal Investigators (PIs) and external teams to provide project support
- Serves as a point of contact at the headquarters office for assigned grant teams, project participants, and vendors on grant-related inquiries
- Provides general support for MAA Programs meetings held onsite at HQ

Job Responsibilities

The [MAA Programs](#) department has a mission to create and implement high-quality programming for our members. The department manages an average of 14 sponsored programs, which run simultaneously and require a high-level of logistical and administrative support. The programs have been curated to offer undergraduate math faculty opportunities in professional development and virtual programming, access to curriculum resources, and funding opportunities through our outreach programs. Programs are funded by both federal and private funding, which require various types of grant management support. Additionally, the programs require managing incoming grant funds and dispersing small grants to higher education institutions. Data and file management is required to ensure our various programs are accurately recorded and have the ability to be tracked over time. This position also requires working with other departments, such as Communications, Finance and Membership to help move our mission forward. Specific responsibilities are outlined below:

General Administrative/Clerical

- Captures all regular processes in standard operating procedures, and updates procedures with additional information as needed.

- Regularly updates the Programs' department files (File Explorer, Google Shared Drives, Trello)
- Maintains and updates the grants management database, AmpliFund
- Ensures that grant records are consistently maintained for both incoming and outgoing grants

Communication:

- Manages the MAA Programs email inbox and serves as a point of contact for project teams, participants, and general public, answers general inquiries regarding projects; forwards specific questions/concerns to the Director of Programs and Grants Management and/or PIs as necessary.
- Distributes mass messages from project teams to participants, students, and/or meeting attendees, mails hard copies of project materials upon request.
- Coordinates advertisements and announcements with Communications team to be distributed via MAA FOCUS, Math Alert, Programs Weekly and social media. Helps produce promotional materials for programs and ensures that materials comply with MAA branding standards.

Meetings Support

- Supports Programs meetings both in-person and virtual, such as the MAA Distinguished Lecture Series, OPEN Math workshops, virtual programming.
- Supports virtual and in-person workshops, meetings, and conferences related to grants-funded programs, coordinating with MAA Meetings Department for logistical arrangements, as needed.
- Provides MathFest conference logistics including; offers logistical support for poster sessions, presentations, advisory board and project planning meetings, orders relevant materials and/or equipment, arranges relevant shipments to and from the conference

Technology

- Creates and updates project-related webpages as needed.
- Coordinates with the IT Department to address more complex technical needs of projects, including requests related to data storage and archival.
- Creates Google forms and shared Google Documents, helps design and test other online forms or surveys; administers small polls and forms; helps troubleshoot miscellaneous technical difficulties.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned as needs arise.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training and/or work experience listed here.

Education

Bachelor's degree or equivalent, required.

Experience

5+ years of office administration experience strongly preferred.

Knowledge, Skills, and Abilities

- Strong technology skills, including proficiency in Microsoft Office and Google applications (Word, Excel, PowerPoint, Gmail, Google Drive, Google Hangouts, Skype, etc.).
- Knowledge of web page editing, database and project management systems desired (e.g. Drupal, Salesforce/Fonteva).
- Strong organizational and administrative skills.
- Strong proficiency in running Zoom meetings and webinars.
- Ability to coordinate projects independently as well as work as part of a team.
- Ability to think proactively and anticipate next steps in processes.
- Excellent interpersonal skills.
- Strong written and verbal communication skills.
- Self-motivation and exceptional attention to detail and deadlines.
- Strong work ethic.

Working Conditions

This position requires:

- Travel to local and national MAA conferences and special events.
- Pushing, pulling, stooping, bending, reaching, climbing, and lifting in excess of 20 pounds.
- We prefer candidates who are local to our headquarters in Washington, DC.
- Our headquarters is a quiet office setting located in the heart of Dupont Circle.

To apply send cover letter and resume to hr@maa.org

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and MAA.

Equal Opportunity Employer

