



*Strengthening disaster preparedness and response in Asia Pacific*

## **Program Support Specialist**

**Title: Program Support Specialist**

**Hours: Full Time**

**Location: Eastlake, Seattle, Washington**

**Salary: Commensurate with similar positions**

Peace Winds America is announcing an open position of Program Support Specialist *to be filled immediately*. The Program Support Specialist will work to support current PWA programs through fundraising, development, research, and database management. This position will also take the lead role for the Seattle-Kobe Sister Cities Program through the design and implementation of an initiative centered on school resilience.

### **Description:**

- Explore and help prepare funding appeals (foundations and corporate) for future and ongoing projects
- Research preparedness measures and coordination in humanitarian assistance/disaster response (HA/DR) in the Puget Sound and Asia-Pacific regions (case studies, agency policies, published reports, data and statistics, conference notes)
- Write grant proposals, reports, ongoing correspondence, and training and outreach materials
- Assist in the design, layout and formatting of reports, proposals and program materials (MS Office, Publisher, Adobe Creative Suite & others)
- Oversee the implementation of a donor and relationship management database
- Lead project planning and management for the Seattle-Kobe Sister Cities Program
- Assist in the management and support for other programs including a civil-military preparedness program, a sister cities preparedness program, and ongoing recovery efforts in the Philippines
- Assist in updating the PWA website – writing articles and managing content—and assisting with social media

**Qualifications:** Very strong communication and writing skills are required. Previous experience with data management, development, grant writing, fundraising, marketing, and social media strongly preferred. Ability to perform development and program research independently and communicate findings with PWA team. Applicants should be highly organized and able to track, coordinate and manage overlapping areas of a program including correspondence, budget, research, and grantor requirements. Applicants should have a BA at the minimum; candidates with MA/MS degree are encouraged to apply. Applicants should be comfortable with periodic (one-three times yearly) travel domestically or overseas. Experience in Asia and/or disaster relief is a plus.

**Peace Winds America (PWA)** is a nonprofit focusing on disaster preparedness and response in the Asia Pacific. Applicants are encouraged to familiarize themselves with PWA past and current activities at PWA website.

**Please submit a resume and cover letter to [info@peacewindsamerica.org](mailto:info@peacewindsamerica.org). Please explain why you would like this position and what specific skills and qualifications you would bring to Peace Winds America.**

**2517 Eastlake Avenue E, Suite 103 – Seattle, WA 98102  
(206) 432-3712 – [www.peacewindsamerica.org](http://www.peacewindsamerica.org)**