



**The United States-Indonesia Society**

USINDO is seeking applicants for the position of

**Program Associate**

based in Washington D.C.

Email your Cover Letter, CV including three professional references, and three writing samples to:

[cwyrod@usindo.org](mailto:cwyrod@usindo.org) with copy to [dmerrill@usindo.org](mailto:dmerrill@usindo.org)

Application Deadline: February 18, 2026

USINDO is the premier organization dedicated to building mutual understanding, increasing cooperation, and creating new opportunities for concrete progress between the United States and Indonesia. We are a bi-national NGO with offices in Washington and Jakarta.

Several educational exchange programs and a series of informational Open Forums are two of USINDO's primary means to strengthen Indonesian-American mutual understanding. We conduct concrete joint projects to help meet critical unmet needs in bilateral capacity, such as in the education and trade sectors. We also organize major Special Events, and provide Daily News reports on US-Indonesia issues.

The D.C.-based Program Associate has essential daily responsibilities supporting USINDO's work. The position supports USINDO education and exchange activities, arranges meeting logistics, conducts outreach, ensures the smooth running of the Washington D.C. office, conducts daily liaison with the Jakarta office, and provides administrative and technical support to USINDO's President and Vice President, plus other duties as assigned.

Required Qualifications for Program Associate

- ✓ Minimum of Bachelor's degree in Political Science, Economics, International Relations, Asian studies, or a related discipline. 3.3 or better GPA preferred. Coursework in Asian history, comparative politics, economics, or international finance is a plus.

- ✓ Substantive interest in U.S.-Indonesia education and exchange programs. Experience developing and implementing education programs a plus.
- ✓ Excellent English writing and editing skills, and a commitment to the quality and appearance of written products, are required. Knowledge of Indonesian language is a plus but not a requirement.
- ✓ Capacity to efficiently manage priorities among daily competing time pressures to accomplish key tasks on time, work with other team members, follow through independently, and represent the interests of the organization.
- ✓ Ability to manage outreach and event planning under guidance of the President and Vice President with attention to detail, proactive communication, and strong follow through.
- ✓ Demonstrated high proficiency in operating databases, Microsoft Office, Excel, and budgets, online research, and video conferencing, donor management platforms and mailing lists, and website updates (with assistance).
- ✓ Interest and/or experience in foreign policy, environment, energy, politics, economics, history, and Southeast Asia, are a plus. Knowledge of or research experience on Indonesian history, politics, education, and economics is a plus.
- ✓ Applicants must be able to work legally in the U.S.

### Duties and Responsibilities

Programmatic and administrative support for the development and implementation of the full range of USINDO's activities, which include:

- Assists USINDO's President, Vice President, and staff in developing and implementing impactful programs, including:
  - USINDO's education programs that send Americans to Indonesia for language immersion or work experience.
  - Workforce development programs for Indonesian STEM graduates.
  - Washington DC-based forum discussions, closed door meetings, dinners, and major galas.
  - Technical assistance programs with the Government of Indonesia.
  - Ensuring the smooth running of the Washington DC office.
- Supports operational aspects of the organization's communications with its membership and the public, including:
  - Preparing USINDO Daily News, with assistance.
  - Maintaining and updating mailing lists, event invitations, responses, and vendor contacts.