



Position Title: Global Programs Specialist

Supervisor & Title: Sr. Director of Global Strategies, Policy and Trade
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Position Summary:

Responsible for supporting international market access and development programs worldwide, and the development, implementation and communication of the association's global policy goals and activities.

Position Responsibilities:

- Oversee implementation/management of international market access and development programs, in compliance with program regulations and policies.
- Develop and maintain alliances with appropriate industries, other associations and industry partners to address global regulatory barriers and to align positioning.
- Serve as an intermediary between AFIA members and U.S. government agencies.
- Provide support and linkages for engaging with relevant U.S. government agencies to address global regulatory barriers and opportunities.
- Compile, analyze and deliver technical and trade information on U.S. animal food exports and global developments to support the association's strategic efforts.
- Recruit U.S. and non-U.S. consultants for foreign assignments and complete necessary arrangements to ensure objectives of consultant travel are met.
- Manage preparation for foreign delegations traveling to and within the U.S., including travel logistics, meeting itineraries and preparation of briefing materials.
- Support annual submission of the Unified Export Strategy (UES) for Market Access Program and Emerging Markets Programs.
- Assist in project and activity design and implementation for proposals with collaborating partners.
- Preparation and management of consultant activities related to program budgets and expenses.
- Develop key documents and communication materials based on AFIA's results that demonstrate program effectiveness, capacity, strategic program positioning, and potential opportunities.
- Arrange for evaluations and/or impact assessments of targeted programs when required.
- Collaborate with AFIA staff on report submission for international market access and development program activity performance measures.
- Liaise with the AFIA communications team to compose successes stories; quarterly and year-end reports including incorporation of trade data, graphics, analytics; and general member updates and messaging.
- Draft presentations, slide decks and prep materials for AFIA staff for strategic meetings.
- As necessary, travel domestically and internationally with teams and consultants engaged in AFIA's global programs.
- Support department's efforts to keep industry informed of developments, and develop and disseminate information.
- Assist in membership servicing, including responding to informational requests from AFIA members and serving as support to AFIA's International Trade Committee.



Knowledge and Experience:

- Bachelor's degree in International Relations, Public Policy or other related field preferred.
- Knowledge and experience in Excel, Microsoft Word, PowerPoint, conducting webinars (i.e. Zoom, Teams), managing budgets.
- The individual should demonstrate effective communication skills, both oral and written.

Location: Arlington, VA; with hybrid schedule

Travel: domestic/international up to 5-10%

If you are interested in the position, please submit a letter of interest and a resume with subject line "Global Programs Specialist" by COB on Friday, June 23, 2023, at trade@afia.org.

The AFIA is an Equal Opportunity Employer.