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# Example of Associate Program Job Description

Our growing company is looking to fill the role of associate program. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate program

* Contribute to other projects directed by colleagues in the Marketing and Communication department, including web content, videos, promotional materials I think this needs a little more clarification, or you could delete it and just consider it covered by the next bullet
* Special projects and other duties as assigned by Program Marketing Strategist
* Critically evaluate information gathered from multiple sources, reconcile conflicts, and decompose information into general understanding
* Create CIP business marketing materials and sales proposals
* Generate new business, meeting with potential partners
* Work with CIP Operations staff and Purchasing Department to improve efficiency of spending
* Maintain databases and tracking systems
* Assist CIP Business Manager with administrative tasks
* Serve as a backup for data entry for our WTP / CTDB system when needed
* He/she will be responsible for maintaining knowledge/contact management and databases including an online program application process and CRM systems

## Qualifications for associate program

* Prefer active in or familiarity with NYC’s performing arts landscape
* Major instrument must be an orchestral or band instrument
* Some office work experience
* Good command of basic word processing and spreadsheet software
* Works well with a variety of personalities and ages
* Drivers’ license preferred, but not required