

PROGRAM ASSOCIATE

Position Description

Location: Washington, D.C

Full-time

ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION SUMMARY

The Program Assistant will provide critical administrative and coordination support to the Passages project and the Learning Collaborative to Advance Research and Practice on Normative Change for Adolescent Sexual and Reproductive Health. The Program Assistant will be the main individual responsible for efficient and streamlined administration and coordination of project activities and components to meet set objectives. Supporting programmatic, research, and/or technical teams on those initiatives, s/he will be responsible for preparation, editing, and finalization of documents, budgets and work plans, processing requests for consultant and other procurement contracts to ensure timely delivery and payment of invoices, and management of staff travel to/from Washington, DC. S/he will also provide support (documents and translations) to several technical teams at headquarters including literature reviews, editing and formatting study instruments and development of PowerPoint presentations. S/he will conduct initial review of financial reports and follow up with field officers as an additional responsibility. The Program Assistant will work with teams involved in program development and oversight and, if interested, will have opportunities to contribute programmatically to such activities. The Program Assistant will also support the Communications team by upholding IRH's brand identity and supporting IRH's communications strategy, including the development and dissemination of high quality web and print content for the organization's donor funded projects. The following description of the position refer to all projects and activities supported.

ESSENTIAL FUNCTIONS OF POSITION

Administration, coordination, and management support (40%)

- Project-wide coordination and communication
 - Responsible for upholding all project coordination mechanisms to ensure timely rollout of project activities, including, maintaining and updating project records on Box, Springboard, Basecamp and EndNote; updating project management platforms; maintaining and updating project management guides (directories, partner guides, membership lists, listserves, etc).
 - Responsible for project-wide internal and external communication as required, including email communication with project staff, internal operations team and communication team, project partners, communication on project management platforms, communication with donors, etc.

- Support the development of guiding documents (annual budgets and work plans, multi-year scale-up plans, event timelines, advocacy and other materials), and monitor implementation and related expenses.
- Meeting and Event Management
 - Coordinate recurring and ad hoc internal and external (donor, partner, other) project-related meetings, including logistics, invitations, agenda organization, reminders, note taking and maintaining records.
 - Coordinate and oversee the logistics for recurring or ad hoc internal and external (donor, partner, other) project-related events (partner meetings, technical consultations, etc.), including logistics, invitations, agenda organization, reminders, note-taking and maintaining records.
- Travel
 - Provide administrative support for project-wide travel related to meetings, events, conferences, planned project-related trips, including but not limited to support to visas, hotels, flights, and reimbursements.
 - Maintain project-wide travel policies according to institute-wide travel procedures.

Operational support (40%)

- Contracts
 - Support cross-project requests to complete and submit subagreements, consultant agreements, and internship agreements, including developing scopes of work and budgets and collecting and submitting supporting contract documentation.
 - Oversee and track project subagreements for efficient and timely project decision-making.
- Finance
 - Coordinate development of budgets with oversight from team leads.
 - Monitor spending, financial advances, and reports along with team leads.
 - Review, process, and track project and subagreement/consultant invoices.
 - Work with the Finance and Operations team to resolve issues regarding financial payments including salary payments and payments between field staff, partners, and headquarter project teams.
- Other
 - Liaise with field presence(s), partners on administrative issues.

Writing, Editing, Program, and Research Support (20%)

- Writing and Editing
 - Support technical teams at headquarters to develop, edit, and finalize guiding program documents, concept notes, proposals, and presentations.
 - Support IRH-wide communications strategy by providing supporting the communications team as needed.
- Programs and Research
 - Support project-wide Monitoring and Evaluation (M&E) including M&E tool refinements, M&E reporting, M&E Working Group meetings, other.
 - Participate in and support the conception and development of technical elements of programs through developing, editing, and finalizing guiding program documents (presentations, reports, etc).
 - Conduct literature reviews and organize references and citations. As needed, support the development of research protocols and instruments.
 - Manage submissions of research protocols to ethical review committees, and edit/format study instruments.

OTHER FUNCTIONS OF POSITION

- Maintain information about technical aspects of projects to facilitate understanding of objectives and needs.
- Facilitate translations of program and administrative documents.
- Represent IRH at informational meetings, working groups, and conferences as needed.
- Support new business development within a team structure.
- Perform other duties as assigned.

EXPECTED OUTCOMES

- Efficient and streamlined coordination of project activities and components
- Efficient operations of project activities and processes, according to projects' goals and work plans
- Effective communication on matters related to program operations between project teams, field offices, and partners
- Activities carried out as planned and expenditures incurred according to budget
- Timely submission of financial and contractual documents, including financial reports, invoices, advance requests, and budgets
- Timely submission of administrative documents, including timesheets and leave requests

QUALIFICATIONS

- Bachelor's degree in social sciences
- At least 2 years of professional experience in health or international development
- At least 2 years of budget and program management experience and at least 1 year of international program experience
- High level of proficiency (FSI level 4) in spoken and written French required
- Demonstrated ability to work effectively in international settings and to facilitate program management

SKILLS

- Knowledge of donor rules and regulations; particular emphasis on USAID and other USG agencies is a plus
- Ability to manage and coordinate diverse tasks and facilitate relationships between multiple parties
- Demonstrated ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Excellent verbal, written, presentation, and interpersonal skills
- Ability to write and communicate clearly and persuasively
- Ability to work well on a team and independently
- Self-starter with excellent organizational skills, attention to detail, and ability to multi-task
- Familiarity with how USAID and the international donor community operate in supporting reproductive health/family planning programs
- Skilled in Microsoft Office applications required: experience creating works plans and budgets with Excel and excellent PowerPoint skills

TRAVEL

- Up to 5% travel may be required

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