

Job Description

Job Title: Program Associate
FLSA Status: Non-Exempt
Work Schedule: Full-Time
Date Revised: December 7, 2022

Position Summary/Mission

The Program Associate will help ensure effective and organized management and results reporting for American Leprosy Missions' projects across the globe.

Reporting Relationships

- Employee reports to the Senior Program Director

Other Key Relationships

Internal: The Program Associate will collaborate with global ALM program staff including the Accra-based Africa region team, Program Finance Manager, and the Grants Acquisition Manager. This role will collaborate regularly with Operations and Communications staff.

Essential Job Functions

Program Management

- Ensure effective management of ALM projects including agreements, reporting deadlines, and activity timelines and deliverables.
- Develop, update, and monitor processes, systems, tools and trackers.
- Support document management, organization, and disposal in line with organizational policies.

Monitoring and Evaluation

- Support the development of monitoring and evaluation plans and frameworks.
- Review and consolidate indicators from quarterly reports.
- Develop reports and data summaries from project data and evaluation reports.

Knowledge Management

- Maintain knowledge management and deliverable tracker of reports, blogs, and manuscripts completed for project activities.

- Collaborate with Communications Team to create report summaries, technical briefs, blog posts or other communications pieces based on larger reports to distill findings to a various audience.
- Copyedit and format project technical reports or presentations according to ALM and funder branding guidelines.

Grants Acquisition

- Support the proposal development process by consolidating information from staff discussions, reports, or previous proposals and contribute to the writing of a competitive proposal package.
- Work with Grants Acquisition Manager on grant submission, including background and supporting information.

Research

- Conduct literature reviews as needed to summarize current research and themes.
- Support with the ethical approval application process and all necessary documentation for research studies.

Administrative Support

- Organize meetings, travel, and other logistics for the Program team.
- Schedule meetings and attend as needed to take minutes.

Accountabilities/Outcomes/Deliverables

1. Contribute to the development of corporate project and grant management systems, ensuring that programmatic and field needs are incorporated.
2. Project management systems used effectively and consistently for all projects and partnerships..
3. Knowledge management tracker updated regularly and various reports and communications pieces completed on time and with excellence.
4. Quarterly report process revised and internal quarterly report completed.
5. Other quarterly and annual goals set in discussion with the Senior Program Director are achieved
6. Follow American Leprosy Missions' Team Values

Competencies/Skills

To perform the job successfully, the employee should possess the following knowledge, skills, abilities and behaviors:

Results-oriented – able to redesign systems, structures and processes for greater effectiveness

Collaborative – able to build collaborative partnerships within the ALM team and with partners to accomplish results

Concern for Quality – carefully prepare materials, approaches and resources; monitor accuracy and quality of others' work and take action to correct inconsistencies

Attention to Communication – organize and express ideas clearly; creatively identify and utilize effective communication methods and channels

Cross-Cultural Sensitivity – knowledge and understanding of different cultures and backgrounds; modify communication behavior based on an understanding of cultural differences

Required Minimum Education, Experience and Skills

- Bachelor's degree in public health, international development a related field
- Previous experience with managing projects in a non-profit setting
- Proven attention to detail and excellent writing skills
- Ability and willingness to share the Christian faith through word and deed

Preferred Education, Experience and Skills

- Advanced degree in public health or related field
- Experience living and working overseas
- Experience with project management software (such as Asana)
- Experience in leprosy, NTDs or community health
- Fluency in a second language (French is preferred)

Interested applications should submit a resume and cover letter to almcareers@leprosy.org