



Job Posting

Program Associate

Equimundo (formerly known as Promundo-US), Washington, D.C.

June 2022

Overview:

Equimundo, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Program Associate. This position forms part of Equimundo's Programs team. This position will be based in Washington, DC with a hybrid office model.

About Promundo:

Equimundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit www.equimundo.org.

Job Description:

The PA will support and maintain efficiency and coordination with donors, partners, and within the project team. This position will provide project management by assisting project teams in the development of project and donor reports, work plans, budgets and other project contractual obligations, and ensure timely submission and quality of content. Additionally, they will support the program team, maintain the e-filing system of shared drives, saving project documentation

and deliverables to the designated location, update Program team operational resources, templates, and tools. The PA will work closely with other Equimundo staff and partnering organizations to streamline the program and knowledge management systems. This position will report to a Senior Program Officer. The primary areas of responsibility of the PA are the following:

Key Responsibilities:

Operational and Administrative support to Program portfolio

- Provide operational and administrative support to projects within the portfolio at all stages of the project cycle. This entails identifying and addressing cross-cutting portfolio issues and supporting the programs team in designing solutions to mitigate risks, coordinating timely and comprehensive responses to donor, partner, and project teams' requests; overseeing project related consultancies, including drafting contracts, tracking deliverables, processing payments, and travel related logistics, and assisting in coordinating schedules and logistics for events and meetings.

Project management, Monitoring and Accountability

- Regular progress tracking on work plan activities and project deliverables, updating the portfolio project dashboard, supporting budget monitoring, tracking spending and updating projections as needed.

Knowledge management

- Support the development of external facing learning materials with lessons of best practices in design, adaptation, implementation, or evaluation.
- Perform other duties needed to support the efficient functioning of the Program portfolio.

Qualifications for Consideration:

- Bachelors Degree (Masters Degree preferred) in International Development, Gender and development studies, Economics and at least 3 years relevant work experience, or equivalent work experience of 6 years in a professional setting
- At least 3 years of work experience in a related field, which includes project management, strategic planning, and/or financial management, including supporting operations, and/or monitoring & evaluation in a public, non-governmental, or international organization
- A consistent record in timely delivery of outputs with high quality.

- Outstanding planning and organizational skills and ability to handle multiple tasks under tight deadlines; ability to adapt to shifting priorities and work pressure.
- Proven strong analytical and problem-solving skills; ability to diagnose problems and propose solutions.
- Experience with project management, budgeting, operations, and/or monitoring & evaluation
- Proficiency in Microsoft Office programs, including excel
- Excellent verbal and written cross-cultural communication skills
- Able to work remotely and independently
- Excellent attention to detail
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation

Compensation: Equipundo offers salary ranges that are competitive and fair in the Washington, D.C. not-for-profit and related sectors. For this position, the range is \$50,000-60,000 depending on years of experience and academic qualifications. The position includes fully paid health insurance, four weeks of paid leave, and retirement benefits.

Start Date: The proposed starting date is July 2022.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_Program_Associate no later than **July 15, 2022**, to jobs@equipundo.org:

1. Cover letter
2. Resume
3. Short writing sample
4. Two academic or professional references

In addition:

- Please write “Program Associate” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Equimundo is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.