



## **SHORT-TERM PROGRAM ASSISTANT – THE AMERICAS**

The Global Fund for Children (GFC) advances the dignity of children and youth around the world through small grants to community-based organizations working with vulnerable children and youth. To date, GFC has awarded nearly \$40 million in grants to more than 635 organizations in over 75 countries. GFC also provides support to these grassroots partners in areas such as organizational development, leveraging of additional funding, and sharing of knowledge. Since 1997, GFC has reached nearly 10 million children and youth worldwide.

### **Scope and Purpose**

GFC has an immediate opening for a short-term Program Assistant to provide support for GFC's grantmaking in the Americas during a period of staff transition. Reporting to the Program Officer for the Americas, the Program Assistant will primarily be responsible for providing programmatic backstopping support for the regional portfolio of grassroots partners. The position is based in Washington, DC, near Thomas Circle. The Americas portfolio includes grassroots partners engaged in work on gender equity, youth empowerment, migration, and freedom from violence.

This is a part-time, temporary position (15–20 hours/week) through December 22, 2017. Hourly rate is \$15/hour.

### **Key Responsibilities**

The responsibilities of the Program Assistant for the Americas include, but are not limited to:

- Providing backstopping support for GFC's grantmaking efforts in the Americas
- Preparing grant disbursements, requesting and reviewing grant payment confirmations, and ensuring due diligence for grants
- Tracking and reviewing grassroots partner reports
- Assisting in grant administration tasks, including updating and maintaining the MicroEdge GIFTS database system
- Assisting with grassroots partner communications

### **Requirements**

- Full professional proficiency in English and Spanish (written Spanish most relevant); proficiency in Portuguese and/or Haitian Creole helpful but not required
- Ability to work well independently and take initiative
- Excellent writing, communication, and organizational skills
- Bachelor's degree in relevant field; master's coursework preferred
- Experience working with MicroEdge GIFTS or similar data-management system preferred

***The Global Fund for Children is an equal opportunity employer.  
Applicants must be authorized to work in the US.***

*Applications will be considered on a rolling basis, and the position will be filled as soon as possible. To apply, please submit a cover letter and resume to [jobs@globalfundforchildren.org](mailto:jobs@globalfundforchildren.org) with "Temp Program Assistant – the Americas" in the subject line.*

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