



Program Associate – Africa and Latin America

Do you want to ignite innovation to help children and youth transform the world? Do you believe in the power of community-led change?

The Global Fund for Children is looking for a Program Associate to support our Africa and Latin America teams in their efforts to fund and strengthen community-based organizations that work with and for children and youth. The position is located at our Washington, DC office near McPherson Square.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

How does it all work?

We invest in locally-led organizations, typically in cohorts united by issue areas and geography, which improve the lives of children and youth challenged by poverty, injustice, and discrimination. We provide flexible, small grants and help our partners strengthen their organizational capacity in areas most important to them. We fund organizations that are tackling tough issues in our four thematic focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation. We seek to boost the collective efforts of our partners to influence transformative change and mobilize networks, and we encourage our partners to learn from each other.

What will you be doing?

You will have a dynamic role that bridges our Africa and Latin America portfolios and supports initiatives in both, which currently have a strong focus on empowering adolescent girls. You will build direct relationships with grantee partners, especially in Francophone Africa, and help connect grantee partners to relevant resources. You will support our team with project management and contribute to monitoring and learning efforts as we carry out various funded initiatives. You will track partner progress and deliverables, prepare grant reports, and contribute to proposals. You will help document and communicate about the work of our partners. You may work with local consultants on projects to help partners advance their work and will track and share country, regional and issue trends in the areas where we work. You

will also support our team with the ever- important administrative and logistic tasks that help keep the trains running.

Are you the right person?

We would love it if you have experience with project management, especially with nonprofit organizations or foundations. Your language skills are critical for communication with our partners, including professional fluency in French. Fluency in Spanish would be great, but written communication is the most important. It would be ideal if you have interest and some experience with monitoring, evaluation and learning, including qualitative and/or quantitative data collection and analysis. You are computer savvy, organized, and communicate well with diverse teams. You are willing to travel domestically and internationally up to 20% of your time, depending on needs.

How to apply:

If this sounds like a fit, we want to hear from you. Please send a cover letter and a resume or curriculum vitae, in one PDF, all in English, to careers@globalfundforchildren.org, with “Program Associate” in the subject line. Position is open until filled. Check us out at www.globalfundforchildren.org. Benefits are great and salary is \$45,000-50,000. GFC strives for diversity and inclusion and we are an EEO.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.