Job Announcement

Program Associate for Domestic Programs

Promundo-US

Washington, DC
September 2017

OVERVIEW

Promundo-US, an international non-governmental organization based in Washington D.C., is a global leader in promoting gender justice and preventing violence by engaging men and boys to transform harmful gender norms and unequal power dynamics that prevent the empowerment of women and girls.

PURPOSE OF POSITION

Promundo-US seeks a full-time Program Associate to work on its growing U.S. portfolio by supporting new and existing partners and projects. As part of the Program Team, duties will include:

- Assist with, and eventually lead, gender trainings on Promundo's methodologies to engage young men and women in gender equality in the U.S.
- Assist program staff with project implementation by ensuring activities proceed along the agreed timeline and deliverables are submitted in a timely manner
- Coordinate with Promundo's staff and consultants to ensure projects are implemented as planned
- Assist program staff in monitoring project specific budgets and expenses to ensure compliance with internal and funders' guidelines
- Assist in the development and coordination of new tools and methodologies centered on the promotion of healthy masculinities, gender justice, and the prevention of violence against women.
- Support proposal development and, with Senior Program staff, explore new opportunities to expand Promundo's U.S. work.
- Coordinate project-specific events and meetings such as expert roundtables and launch events

- Represent Promundo at key U.S. events
- Support staff to draft project proposals and reports for funders, as required

About Promundo

Founded in Brazil in 1997, Promundo works to promote gender equality and create a world free from violence by engaging men and boys in partnership with women and girls. Promundo is a global consortium with members in the United States, Brazil, Portugal, and Democratic Republic of the Congo that collaborate to achieve this mission by conducting cutting-edge research that builds the knowledge base on masculinities and gender equality; developing, evaluating, and scaling up high-impact gender-transformative interventions and programs; and carrying out national and international campaigns and advocacy initiatives to prevent violence and promote gender justice. For more information, see: www.promundoglobal.org.

About the Position

Based in Washington, D.C., the Program Associate will report to the Director of Programs and work with a dynamic team of 17 other staff plus consultants. The position is full time and requires up to 30% travel. The position includes full health insurance, four weeks of paid leave, and retirement benefits. Salary is $50,000-$60,000 per annum depending on salary history and experience. Proposed starting date is October 16, 2017.

Required Qualifications and Skills

- Undergraduate degree required in a relevant field such as public health or sociology
- A minimum of two years' domestic experience in the field of gender equality or another related field
- A minimum of two years' experience in project and budget coordination
- Excellent English writing, speaking, and presentation skills
- Ability to handle multiple deadlines and adapt to a fast-paced and changing environment
- Excellent people skills and ability to relate to a diverse team
- Personal characteristics: Hard worker and multi-tasker, quick learner, strong attention to detail, flexible, honest and reliable, and in possession of a sense of humor.

Desired Qualifications

- Master's Degree in relevant field or equivalent years of relevant experience
- Professional fluency in Spanish highly desirable
- Quantitative and/or qualitative research skills

To Apply

To apply, please send the following documents as one single PDF file no later than **September 15, 2017** to jobs@promundoglobal.org:

1. Resume

2. Cover letter
3. Writing sample in English
4. Two professional references

Please write “Program Associate for Domestic Programs” as the subject heading.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. In compliance with Promundo’s Child Safeguarding Policy, the selected candidate will be subject to a background check.

Please note that only shortlisted candidates will be contacted.