



## **Job Announcement**

### **Program Assistant for US Programs**

#### **Promundo-US**

Washington, DC  
September 2019

#### Overview

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Program Assistant for US Programs to work in its Washington, DC office. This position will form part of Promundo's Programs team, the members of which are mostly based in D.C.

#### About Promundo

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls. 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. Promundo's formative research and rigorous evaluation, evidence-based programs, and targeted advocacy efforts strive to create change at multiple levels. Since 1997, Promundo's initiatives – in collaboration with partners in more than 45 countries - have reached nearly 10 million people through programs and training, campaigns and community engagement; and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit:

[www.promundoglobal.org](http://www.promundoglobal.org)

#### Job Responsibilities

We are looking for a detail-oriented, motivated, and passionate candidate who is an excellent communicator to join Promundo as a Program Assistant. Responsibilities include the following:

- Support the coordination and management of US-based projects
- Assist in the preparation of materials for trainings such as agendas and PowerPoint presentations, and coordination of travel logistics as needed
- Support the technical team in the development or adaptation of innovative gender-transformative curricula
- Conduct literature reviews and desk research on topics related to gender, masculinities, health, violence, youth, and more
- Support technical leads in the preparation of donor reports and documentation
- Track program output data across projects
- With the Promundo Communications team, co-produce blog posts and other external facing online



materials to create visibility for international programs

- With the Finance and Administrative team, arrange vendor payments and contracts
- Support the Programs team in centralizing and organizing key Program documents and materials on the organizations Shared Drive
- Research and propose new, dynamic ways to present and deliver Promundo's messages as well as new research and programmatic findings
- Support the programs team as needed with other responsibilities

#### Required Skills and Experience

- Undergraduate degree (concentration in gender, public health, international development, sociology, or related field preferred) or equivalent work experience of 3 years
- Office experience (program support experience preferred)
- Advanced second language skills (Spanish preferred)
- Excellent English writing, editing, and proofreading skills
- Strong Microsoft Office skills particularly in Word, PowerPoint, and Excel
- Experience working with web-based research tools and libraries (e.g. Zotero)
- Excellent attention to detail
- Hard worker and quick learner
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation

#### Desirable Qualifications

- Demonstrated knowledge of or passion for gender and social justice issues in the US
- Coursework on qualitative and quantitative research methods and/or experience interpreting quantitative/statistical research findings
- Experience writing proposals
- Experience living and/or working overseas

#### Compensation

- Salary range of \$40,000-\$50,000 USD depending on education and relevant work experience;
- Promundo provides an excellent benefits package including fully paid health/dental/vision, and group life insurance; Employer retirement contributions, Flex accounts, parental leave, and favorable vacation time.

#### Start Date

- Flexible start date; November 2019 preferred.

#### Process

To apply, please send a 1) resume, 2) cover letter addressed to May-Mei Lee, Office Manager, and 3) writing sample of no more than 3 pages to: [jobs@promundoglobal.org](mailto:jobs@promundoglobal.org). Submit all application materials in one PDF file labeled LastName\_FirstName\_ProgramAssistant.



Application will be considered on a rolling basis until the final deadline of **September 30, 2019**.

Please write "Program Assistant" as the subject heading. Please indicate if you are legally authorized to work in the United States, and note how you came across our job posting (e.g. through which job board, listserv, type of communication, etc.). 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!

Promundo-US 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, and 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.