



POSITION DESCRIPTION
PROGRAM ASSOCIATE – LATIN AMERICA AND THE CARIBBEAN
THE GLOBAL FUND FOR CHILDREN

The Global Fund for Children (GFC) (www.globalfundforchildren.org) envisions a world where all children grow up to be productive, caring citizens of our global society. GFC advances the dignity of young people around the world through its grassroots grantmaking program, which funds community-based organizations that serve the health, education, rights and development of children and youth. GFC's grantmaking program encompasses an established and expanding grassroots grants portfolio that is poised for growth and diversification. It is currently comprised of over 200 grantee partners, with program grants totaling approximately \$3.5 million annually in over 60 countries. In Latin America and the Caribbean (LAC), GFC supports over 60 organizations in 15 countries. The organization is currently in a period of institutional growth and strengthening, and seeks an exceptional individual to support and coordinate its work within LAC.

The role of the Program Associate – LAC is to support and strengthen GFC's grant-making program in that region. Reporting to LAC Program Officer, the Program Associate's primary responsibility is providing coordination, administration and programmatic support to the region's grantmaking portfolio. The position is based in Washington, DC.

Responsibilities

The responsibilities of the Program Associate – LAC include, but are not limited to, the following:

Grantee Partnerships

- Assist with reading progress and final reports and document key issues for follow-up
- Assist PO with communication with prospective and existing grantees
- Correspond with grantee partners to help them meet reporting requirements
- Provide background research and backstopping support for scouting and monitoring visits
- Conduct research on country and regional context – occasionally prepare briefings on news and current events (social, political, economic developments) in the region that may affect grantees

Grant Management

- Research and identify potential grantee partners
- Review, respond to and organize letters of inquiries from LAC-based organizations
- Assist PO in maintaining updated records for each grantee in GIFTS database
- Organize and maintain grantee hard files
- Assist PO in tasks related preparing recommendations for Board review (e.g. research, updating country data, etc.)

External and Internal Communications

- Contribute and update content for grant-making sections of GFC website
- Contribute relevant content for annual report and other GFC materials
- Develop, edit, format and update country descriptions. Ensure accurate, relevant, and timely country information and background information for GFC partner countries in LAC

Qualifications

- Undergraduate degree in regional studies, international relations, international development, international education or related field, with two years of relevant professional experience
- Commitment to grassroots development
- Fluency in English and Spanish required; fluency in Portuguese preferred
- Overseas field experience in Latin America
- Ability to implement and complete projects in a timely manner
- Exceptional attention to detail, organization and time management
- Excellent writing, communication and interpersonal skills
- Self-motivated team player with balance and humor
- Ability to travel in developing countries (1 trip per year anticipated); occasional overnight domestic travel
- Proficiency with technological applications including databases, spreadsheets, word processing and web applications
- Permanent authorization to work full-time in the US required

Compensation

- Competitive salary and excellent benefits

The Global Fund for Children is an equal opportunity employer.

*Please submit a cover letter and resume to jobs-lac@globalfundforchildren.org.
Applications will be considered on a rolling basis for immediate hire.*