

Program Assistant

Volunteer JOB VACANCY

Program Assistant
Unpaid Volunteer/internship position.

Email your CV and a letter of motivation to: info@volunteerliberia.org

A local non-for-profit organization is seeking for a volunteer/intern to work with us as **Program Assistant**. The position is available immediately. **This is an unpaid Volunteer/internship position.**

TERMS OF REFERENCE – PROGRAM ASSISTANT STAFF #1

Title: **PROGRAM ASSISTANT**

Reporting to: Program Manager

PROGRAM ASSISTANT

The Position

We are seeking to recruit a highly motivated Program Assistant to join its Program Department. The successful candidate will be expected to contribute to the development and delivery of a high quality programme that has at its centre a commitment to ensure that poor children and youth benefit from development efforts. The Program Assistant will provide strategic input and support the work of the organization and will work within objective teams to ensure that gender equality is mainstreamed within those areas. He/She will undertake analytical and advocacy work with the Program Manager to deliver specific measures, especially in the area of youth development and empowerment. The Program Assistant at our organization will essentially support planning, monitoring and coordinating the overall administration of program activities; as well as support proposals development and program publicity. Under the supervision of the Program Manager, the Program Assistant provides operational and administrative assistance, performs a variety of administrative, coordination and logistical assignments in support of the operations of the Program, and assists with information management.

Overall responsibility

To contribute to the achievements of objectives and results set out in the Organization Strategy

by leading on the development, coordination, implementation and monitoring of the organization's program action plan with a priority on ensuring that youth's economic

empowerment is advanced through the organization's programme.

TYPICAL FUNCTIONS:

- Assists in planning, monitoring and coordinating activities of the organization.
- Develops and maintains an efficient filing system for the team, including processing calls for proposals as required and maintain a tracking system; Through the use of periodic updates, administrative reviews and visits to project facilities, participates in program designs and analysis, assists in the preparing of periodic reports.
- Help develop and maintain positive working relations with a wide network of partners, including Government, development partners, parliament, media and NGOs.
- Represent the organization at Government and/or relevant development partner meetings, including the Gender Development Partners Group and prepare briefing for the Executive Director as required Support the development and maintain updates on team's databases and mailing lists of stakeholders, allies and different levels of audience whether current or potential.
- Take minutes of regular team meetings and other meetings and report notes to the Program Manager for finalization.
- Assists the Program Manager and communication staff in designing and maintaining Program's web site updates, designing and dissemination of different program IEC materials and prepare press briefings, etc.
- Play a key role in facilitating the recruitment, placement management and retention of the program volunteers including provision of information regarding the program, preparation of offers to participate.
- Set up a profiling database of all organization volunteers (both national and international) indicating key information including their time of service, areas of assignment, contributions, etc. and ensure that volunteers submit final reports of their activities of the organization using a predetermined format to be developed with the assistance of the program Assistant.
- Actively identify, engage and cultivate relationships with potential sponsors, donors and partners to support ongoing and future programs and activities of our organization locally and abroad
- Create a mailing group of potential institutions and individuals who eventually become recipient of organization regular updates
- Provide administration support to the all programs, including the creation of new files and the associated management of the filing process, updates etc.
- Provide training support to trainers, project/program coordinators AND beneficiaries across various disciplines including TOT, project/program management, M&E, project/program/activity design, and leadership
- Assist in organizational policy creation and implementation
- Create organization packages and content for donors and partner institutions to build our capacity to implement programs and to accomplish its mission

- Ensure that all activities are documented and that necessary Means of Verification are designed/completed/collected for each program including photographs, signup sheets, videos, and more
 - Work with Program/Project coordinators and implementers to collect anecdotes, testimonies, photos, etc. from the field to generate content for website, newsletters, and other means of distribution
 - Work with Program Manager/Project coordinators to improve program designs, M&E processes and impact
 - Aid Program Manager/Project coordinators in creating and implementing work plans, timelines and activity schedules
 - Identify, develop and pursue alternative income generating sources, apart from grants, to ensure sustainability of the organization and its programs
- Education and Experience** requirements consist of a minimum of Associate Degree in any of the Social Sciences; Microsoft office applications; at least three years of professional experience

Relevant Skills Requirement:

- ✓ At least an Associate Degree. Bachelor Degree is an added advantage.
- ✓ Excellent interpersonal skills and the ability to communicate clearly and effectively
- ✓ Ability to maintain expected performance in diverse contexts, potentially challenging environments.
- ✓ Knowledge of the Liberian informal business market and youth demographics (preferable but general knowledge of informal markets and youth issues in developing countries required).
- ✓ Ability to work independently and in a variety of vertical/horizontal teams
- ✓ Computer literacy including Microsoft Office software, emails, internet
- ✓ Excellent project management skills. Ability to partner across multiple organizations and to build credibility with engineering and business teams across the division.
- ✓ Excellent oral and written communication skills.

Interested and motivated applicants should send a cover letter, including CV/Resume in English to info@volunteerliberia.org