

Helen Keller JOB ANNOUNCEMENT

Program Assistant, SAPLING-BANI Temporary/Part-time

(Remote. All staff currently working from home due to pandemic)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background

USAID’s Bureau of Humanitarian Assistance awarded HKI a six-year cooperative agreement to lead the Development Food Security Activity, Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience, and Gender Equity (SAPLING) which began on September 30, 2015. SAPLING’s overall goal is to improve gender equitable food security, nutrition and resilience of vulnerable people within the Bandarban District of Bangladesh. In May of 2020, USAID Bangladesh awarded HKI an additional cooperative agreement to lead the Bandarban Agriculture and Nutrition Initiative (BANI), a complimentary activity which builds on lessons learned from SAPLING and provides continuation to assist participating families to overcome the negative impacts of the COVID-19 lockdowns and increase the sustainability of the SAPLING-BANI intended outcomes. The current SAPLING award ends in July of 2021 and BANI’s in November 2021.

HKI is seeking a part-time Program Assistant to support SAPLING and BANI remotely.

Scope of the Position

The Program Assistant will provide program-related support to HKI’s SAPLING and BANI programs primarily in reporting, production of communications materials and document management. The Assistant will report to the Chief of Party, SAPLING and BANI, and will liaise frequently with Bangladesh-based program staff, and regional technical team members.

The Program Assistant’s main responsibilities will be to backstop the program team on the preparation of donor reports, success stories, and Power Point Presentations, and contributing to knowledge management initiatives by producing supporting materials, and providing some general logistical support.

Program Planning, Monitoring and Reporting

- Collect, compile and edit report content received from program team members in support of the drafting of donor program reports.
- Assist with drafting and editing program documents received from SAPLING-BANI team members for internal or external use.

Program Knowledge Management

- Draft Facebook posts, success stories, and/or briefs to be shared with internal and external audiences.
- Assist in development of Power Point Presentations
- Organize program documents into the on-line (reports, coms materials, photos, etc.) filing system.

Department Administration

- Participate in new work planning and proposal efforts, working under project lead to coordinate and track assignments, deadlines, milestones, etc. Prepare annexes to proposals as assigned.
- Prepare agendas for and schedule team meetings. Document outcomes including decisions, assignments, milestones, pending action items and due dates.
- Work with team to prepare materials for presentations.

Qualifications:

- Bachelor's Degree in a relevant subject such as public health, international development, anthropology or other related field.
- Experience working in international development environment.
- Ability to think through problems systematically, and integrate information from multiple sources.
- Proficient in use of spreadsheets and databases; eager to learn new platforms.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information.
- Oral and written proficiency in English. Ability to communicate effectively across cultures.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure as a part of a global team.
- Current US work authorization plus residence.

Preferred:

- Knowledge of USAID rules and regulations.
- Knowledge of Food for Peace reporting requirements.
- Knowledge of Feed the Future reporting requirements.
- Knowledge of USAID Marking and Branding requirements.
- Knowledge of the Chittagong Hill Tracts region of Bangladesh.

Conditions:

This is a part-time, flexible position (typically 10 – 40 hours per month) starting January 25, 2021 through July 31st, 2021 (with a possibility of extension). The level of support needed will vary based on programmatic deliverable schedules and will be coordinated, as needed.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org
Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller
is dedicated to building an inclusive workforce where diversity is fully valued.**

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.