Helen Keller Intl
Job Announcement

Program Assistant, TEMP
(New York, NY)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background
Helen Keller has established itself as a leader in integrated Neglected Tropical Disease control efforts at the national, regional and global levels. The overarching approach guiding Helen Keller’s Neglected Tropical Disease programs involves supporting the delivery of preventive chemotherapy at national scale, monitoring and evaluating program progress toward global control and elimination goals, supporting morbidity management to address trichiasis, hydrocele and lymphedema, and promotion of water, sanitation, and hygiene efforts through behavior change communication and school health programming.

Helen Keller is seeking a Program Assistant to provide programmatic, administrative, operational and technical support to Helen Keller’s Integrated Neglected Tropical Disease Control project team.

Scope of Work
Reporting to the Senior Program Manager, the Program Assistant will provide programmatic, administrative, operational and technical support to Helen Keller’s Integrated Neglected Tropical Disease Control project team, which oversees programs across the Africa region and serves as a technical resource in Neglected Tropical Diseases to the organization. The Program Assistant’s main responsibilities include administrative support to program and technical staff; copy-editing to reports, work plans and other documents; and data management support as assigned.

Responsibilities
Program & Technical Support
- Support program and technical staff in the preparation of presentations (both internal and external), including scheduling, formatting and editing of PowerPoint presentations and other documents.
- Provide copy-editing and formatting support to donor reports and work plans.
• Conduct quality review of data management tools for specific programs and Helen Keller Intl Neglected Tropical Disease departmental internal metrics and reporting, as assigned.
• Support Monitor & Evaluation and Program staff to develop and review lessons learned documents and peer-reviewed publications.
• Assist program and technical staff in other administrative functions, as assigned.

Operational Support
• Manage the reporting calendar for assigned portfolio, incorporating all required donor reporting by country offices. Ensure the progress of all reports is accurately tracked to ensure timely submission of high-quality reports to donors.
  o Notify country offices of report deadlines; establish a timeline for submission.
  o Receive, review, edit, synthesize information, and coordinate layers of review among all parties.
• Collaborate with Program Finance staff in the development and management of subawards and fixed-amount awards under assigned portfolio, especially the quality control of programmatic inputs (e.g. alignment with approved work plan) and tracking of program deliverables from sub-recipients.

Qualifications
• This position would be ideal for a student in pursuit of or recent completion of Master’s Degree in public health and international development
• Oral and written proficiency in English is required. French language skills strongly desired.
• Strong writing and editing skills.
• Knowledge of the Africa region is strongly preferred.
• Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
• Ability to communicate effectively across cultures including.
• Ability and willingness to work under pressure with a positive attitude, as a part of a global team.
• Knowledge of Microsoft software products, including strong Excel skills, Word and PowerPoint;
• Current US work authorization plus residence in or willingness to relocate to the NY metro area.

Terms & Conditions
• Full-time for a minimum of three months | maximum of six months starting on or about June 1, 2022 (hours and start/end dates negotiable)
• It is anticipated that this placement will be a hybrid work schedule at Helen Keller’s New York location.

To Apply
Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org noting the position title and location in the subject line. Applications will be accepted until the position is filled.

Helen Keller is dedicated to building an inclusive workforce where diversity is fully valued. Helen Keller is an Equal Opportunity Employer. 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 646-356-1789.