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<b>Job Title:</b>	<b>Program Officer</b>
Reports to:	Alliance Director
FLSA Status:	Exempt
Posted date:	March 8, 2018

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**POSITION SUMMARY:**

The primary role of the Program Officer (PO) is to provide logistics, administrative and operations support to the Global Social Service Workforce Alliance. The PO will bring experience in non-profit administrative management and a strong interest in strengthening systems of care for children.

The PO is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule. This position is anticipated to continue through the end of 2018; additional funding may allow the position to continue longer.

**ORGANIZATIONAL OVERVIEW:**

The Global Social Service Workforce Alliance is a non-profit network that works toward a world where a well-planned, well-trained and well-supported social service workforce effectively delivers promising practices that improve the lives of vulnerable populations. The mission of the Alliance is to promote the knowledge and evidence, resources and tools and political will and action needed to address key social service workforce challenges, especially within low to middle income countries. The Alliance pursues this by:

- Serving as a convener for an inclusive, representative network of stakeholders including government organizations, nongovernmental organizations, academic institutions, donor groups, professional associations and community practitioners to create a forum for discourse and collective learning
- Advancing knowledge by deriving, organizing and disseminating critical evidence-based research, resources, tools, models and best practices
- Advocating for workforce-supportive policy reforms at the global and national levels

The Alliance is funded through the Coordinating Comprehensive Care for Children (4Children) project, a five-year USAID funded project implemented by a consortium of organizations led by Catholic Relief Services with partners IntraHealth, Maestral, Pact, Plan and Westat. The Alliance is also funded by GHR Foundation and UNICEF.

Tides Center acts as the fiscal sponsor of the Alliance and therefore oversees staff contracts for the Alliance. An eleven-member Steering Committee oversees and guides the direction and development of the Alliance and provides support to the Alliance Secretariat, currently comprised of three staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Provide logistics, administrative and operations support to ensure the smooth functioning of Alliance initiatives**

- Understand organizational goals and objectives and help ensure programs adhere to these guidelines
- Develop and manage work plans and timelines for multiple project activities
- Support proposal submissions by preparing work plans and budgets
- Support the editing and finalization of reports
- Negotiate and prepare contracts, memoranda of understanding, letters of agreement, and other contractual documents for partners and vendors through Tides' system, and ensure that the objectives and terms of agreement are met
- Process payments to consultants and vendors according to Tides' policies and procedures
- Arrange travel and accommodations for Alliance staff and steering committee members, working through a travel agent as needed
- Prepare and process expense reports for staff, steering committee and Ambassadors
- Support logistical arrangements for meetings and events, including the annual Symposium held in Washington, DC
- Provide data entry and analysis support for field level information gathering for workforce mapping reports
- Generate program monitoring data, website and membership statistics and other data for program reports
- Support staff in diverse aspects of the administrative management of projects as needed

## **OTHER DUTIES AND RESPONSIBILITIES:**

### **Engage in personal professional development activities**

- Attend trainings, conferences, presentations and other events to learn more about social service workforce strengthening and child protection

## **EDUCATION AND EXPERIENCE:**

- Minimum of 3 years professional experience in project administration, management or related field, in an international non profit organization
- Master's degree preferred or Bachelor's degree and added two years of experience in program administration
- Experience working with international agencies or institutions, preferably in developing countries and preferably on child protection related issues
- Experience working in programs funded by USAID, PEPFAR, the United Nations and other bilateral or multilaterals.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Well organized, accurate and very attentive to details
- Strong critical thinking, creative problem-solving and organizational skills in diverse environments and under pressure
- Excellent time management and personal organization with the ability to multitask, take initiative, and use sound judgment
- Excellent administrative, planning and budgeting including the ability to prepare and analyze work plans and budgets
- Strong skills in the use of Microsoft Office suite, including expert use of Excel and PowerPoint

- A high degree of diplomatic skills: personable, flexible, sense of humor
- Strong interest in social services or child welfare
- Strong understanding of the collaborative approach of networks
- Demonstrated high degree of cultural competency
- Ability to occasionally travel domestically or internationally (0 to 2 trips per year)
- Strong written and verbal communication skills in English required, in terms of communicating in a timely, professional manner in person and via email
- Knowledge of another UN official language is an advantage
- Knowledge of social media and experience using Twitter, Facebook, etc. preferred

**ORGANIZATIONAL RELATIONSHIPS:**

The PO reports to the Alliance Director and interacts on a regular basis with the other staff of the Alliance including the Communications Manager and the Senior Technical Advisor.

**PHYSICAL DEMANDS:**

- The position is in Alliance headquarters in Washington, DC, USA
- Ability to travel nationally or internationally 0 to 2 times per year to support conferences, workshops or other related activities
- Minimum noise levels in an office environment
- Office environment requiring sitting at a desk most of the day, using hands to operate a computer and other office equipment
- Requires lifting of 0-40 lbs. occasionally or as needed

**WORK ENVIRONMENT:**

- The Alliance office space is located in a dynamic, shared space with other organizations
- Work location in DC with occasional telecommuting as permitted by Director based on business needs of the organization.

**TO APPLY:**

Please send your cover letter and resume to: [contact@socialserviceworkforce.org](mailto:contact@socialserviceworkforce.org) Applications will be reviewed on a rolling basis. Once funding for the position is confirmed, only finalists will be notified.

The organization will compensate the successful candidate at a level that is consistent with the area’s leading non-profit organizations and commensurate with the candidate’s experience and skills. The benefits package, which includes medical, dental, disability coverage, contributions to retirement plan, sick and holiday leave, is nationally competitive.

The Global Social Service Workforce Alliance, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Tides in writing of special needs at the time of application.

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