



Job Description: Program Associate, Africa

Position Location: New York, NY

American Jewish World Service (AJWS) works to realize human rights and alleviate poverty in the developing world. AJWS is an international human rights organization that works within the American Jewish community and its allies to promote global citizenship and social justice through activism, volunteer service, and education. In its first 26 years, AJWS has had extraordinary impact around the world, working in 32 countries and granting over \$100 million to support grassroots organizations to build civil society and advance human rights. AJWS sends over 400 American Jewish volunteers to the developing world annually and works with them upon their return to advocate for global social change in the United States. Throughout its history, AJWS has remained committed to its core values: essential dignity of every human being, sense of possibility, partnership and community, initiative and accountability, and humility. For more information, visit www.ajws.org.

Program Overview

AJWS's international programs division supports non-governmental organizations (NGOs) and community-based organizations (CBOs) undertaking grassroots human rights initiatives in select countries in Africa, Asia and Latin America and the Caribbean. Providing grants and skilled volunteers, AJWS partners with organizations that work in three areas: sexual health and rights, natural resource rights and economic justice, and civil and political rights. In Africa, AJWS works in Uganda, Kenya, Democratic Republic of Congo (DRC), Sudan, Senegal, Liberia and Cote d'Ivoire.

Position Summary

The program associate provides administrative and programmatic support for AJWS's grantmaking and skilled volunteer programs in Africa, with particular focus on AJWS's work in the DRC, Senegal and Cote d'Ivoire. The program associate works with the Africa regional director and program officers to collect and communicate key information about AJWS's programs in Africa for internal and external use. The program associate also provides broader support to the international programs division, and works collaboratively with other departments to support AJWS's advocacy, campaigns, communications and fundraising efforts.

Responsibilities

- Maintain overall administrative flow of the Africa portfolio (e.g. meeting internal deadlines for grant proposals and reports; facilitating selection of skilled volunteers), and carry out administrative tasks related to programs
- Support grantmaking strategies and implementation in DRC, Senegal and Cote d'Ivoire

- Review new and renewal proposals and budgets from grantees, and communicate with applicants to clarify proposed activities and develop grant agreements
- Support coordination and communication between AJWS's Africa program department based in New York and country consultants based in the region
- Translate AJWS and grantee documents from French-to-English and English-to-French
- Provide docket assistance, including collation of aggregated data, updating grant tracking charts, and assisting with write ups for AJWS's board of directors
- Collect and disseminate grantee information for learning and evaluation, communications, fundraising, and networking with peer donors and allies
- Collaborate with regional team members on development and articulation of Africa grants and service program strategies
- Assist international operations unit as needed

Qualifications

- BA/BS required
- Two years programmatic work experience at a community-based organization, foundation, international development or human rights organization
- Experience living and working in an African country
- Fluency in reading, writing and speaking French required
- Excellent writing, editing, research and proof reading skills
- Organizational skills, the ability to multi-task and strong attention to detail
- Proficiency and comfort working with budgets, databases and with Microsoft Outlook, Word and Excel
- Working understanding of human rights norms and practices, global development theory and grassroots social movement building
- Experience with, and commitment to, social justice and human rights movements
- Ability to work in and with diverse communities
- Willingness and ability to travel to Africa for at least three weeks per year
- Highly organized, with the proven ability to work independently, prioritize and complete multiple projects, meet deadlines, and maintain consistent attention to detail;
- Flexible work style and interest in being a part of a dynamic and evolving organization
- Self-starter and independent thinker
- Strong interpersonal and communication skills

How to Apply:

For immediate consideration, please forward your resume and cover letter to opportunities@ajws.org and indicate your name and "Program Associate, Africa" in the subject line.

We thank you for your interest in career opportunities with AJWS. Due to high volume, only those candidates selected for an interview will be contacted. AJWS is an equal opportunity employer and provides competitive salaries and benefits.