

*For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.*

## **Program Associate, International Programs**

The Program Associate provides direct support for the operations of the International Programs department. You will serve as a relationship and information management liaison with partners in Latin America and the Caribbean while supporting Episcopal Relief & Development's core values and strategic goals.

### **As Program Associate, you will:**

- Support the grant management of partner relationships in the Latin American region through office and site visits, regional meetings, phone calls and emails
- Ensure data integrity while managing and maintaining all partner proposal development and contract documentation
- Train, coach and accompany partners to advance the organization's strategic foci
- Test and provide feedback on opportunities to promote experiential training programs and toolkits for developing the global program in the Latin American & Caribbean region
- Provide administrative and logistical support for the department, including but not limited to, report generation, proposal reviews and approvals, MOUs, financial compliance and input and workshop and training planning and implementation
- Learn and develop acumen in emerging methods for crosscutting program objectives that affect women, children and climate resilience
- Support resource mobilization by assisting proposal writing teams, reviewing drafts, ensuring information accuracy and reporting to donors as required
- Collaborate inter-departmentally on a wide array of communications for internal and external audiences

### **You Are:**

- Fluent in English/Spanish with outstanding facilitation, communication and interpersonal skills and sound judgment
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment
- An enthusiastic team member who is excited to work cross-functionally with other departments and a diverse array of community and faith-based actors with tact, diplomacy and sensitivity to cultural diversity
- Interested in disaster and refugee response programs with a demonstrated ease and facility in working remotely with digital communication methods

### **You Have:**

- A shared commitment to Episcopal Relief & Development's values, principles and philosophy
- A Bachelor's Degree or equivalent experience
- An Advanced Degree (MA) in International Development or equivalent degree (preferred)
- Fluency in English and Spanish
- A minimum of three (3) years of experience with international development organizations, preferably with partner-based field implementation work in Latin America and the Caribbean in a faith-based context
- A minimum of one (1) year of government and foundation grant planning and management
- Demonstrated project management, monitoring, evaluation and learning experience
- The ability and willingness to travel up to 30-40% of the time in diverse and under-resourced environments and work a varied schedule including evenings and weekends

### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Program Associate." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

\* Generous benefits package offered.

*\* Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

*Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.*