Program Assistant Job Description

Position Title: Program Assistant
Report to: ECDAN Executive Director
Location: Washington, DC
Start Date: As soon as possible and position open until filled
Salary: Negotiable
Job Type: Contract

ECDAN Overview

Launched in 2016 by UNICEF and the World Bank Group, the Early Childhood Action Network (ECDAN) is a global network that connects, gathers, disseminates, and advocates for cross-sector solutions to improve the overall wellbeing of young children and families so that every young child is safe, well-nourished, healthy, happy and learning. Since its inception in 2016, hundreds of members of the early childhood development (ECD) community have contributed recommendations for the type of network needed by the ECD community to advance the goals of its agenda – moving from science to scale and accelerating progress towards achieving the relevant Sustainable Development Goals for early childhood development.

Purpose

The ECDAN Secretariat seeks to engage a Program Assistant to be an integral part of the ECDAN team based in Washington DC and working with ECDAN partners and networks across the world. Our ideal candidate will have expertise and interest in program administration, operational support and communication. The candidate will serve as an expert resource in helping implement ECDAN goals and strategies, contributing to knitting the network interactively and identifying and resolving problems independently. They will have a high level of responsibility for establishing and maintaining effective and constructive working relationships both internally with the ECDAN team and externally across the network. The successful candidate will have the opportunity to grow a dynamic global network, have the ability to prioritize and balance multiple assignments. They will be collaborative, proactive, resourceful and dependable.

Duties and Responsibilities

The Program Assistant will support the ECDAN Secretariat with the following tasks:
Operational and Administrative Support

- Assist other team members in preparing and formatting documents, including PowerPoint presentations;
- Prepare and review quarterly, annual and other reports and documents for compliance, and readability;
- Conduct research, proof reading, document editing, drafts correspondence, summaries and other background materials as required and assists other team members in preparing and formatting documents, including PowerPoint presentations;
- Schedule calls and meetings for the Executive Director and team meetings;
- Develop and maintain an efficient virtual filing system (e.g. Google Drive) for the team, including assistance in processing and tracking fundraising proposals as required;
- Maintain and updates team’s databases and mailing lists;
- Maintain network subscribers list and contacts in Mailchimp;
- Manage Monday.com boards related to secretariat management and administration, including workplan, HR, and project tracking boards;
- Schedule in person and virtual EG meeting, take minutes of regular Executive Group and Steering Committee meetings;
- Assists in the orientation of new consultants, fellows and Knowledge fellows by providing them with the necessary documents and materials for orientation; and
- Work with team members to coordinate work activities, meet deadlines, and provide support where needed; and
- Assist in the orientation of new staff, interns, Knowledge Fellows, research fellows and consultants by providing them with the necessary documents and materials for orientation.

Workshops and Events

- Liaise with ECDAN partners and members of other host organizations to coordinate logistical arrangements for in person and virtual meetings, including workshops, board meetings, and global events;
- Manage meeting logistics, e.g. venue, travel, hotels, room organization and logistics;
- Liaise with and assist panelists, participants, and consultants as required to ensure smooth coordination and functioning of activities;
- Coordinate registration process and acts as contact person for the participants.

Travel Management

- Maintain and regularly update travel plans and budget amounts to provide an accurate overview of the travel budget;
Request the issuance of visas by contacting the appropriate Embassy and prepares supporting travel documents;
• Responsible for formatting, distribution and filing of trip reports;
• Reconcile travel expenditures for all team members and submits them for authorization and payment.

Financial tracking

• Review budgets and invoices, tracks payments and follows up with the hosting organization;
• Review and track monthly expenditures and advises the Executive Director of projected overruns and underruns;
• Prepare quarterly financial reports with support from hosting organization.

Qualifications

• Bachelor’s degree in relevant field pertaining to international development
• 3-5 years of applicable operational and administrative support experience, preferably in a fast-paced, virtual working environment
• Strong familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
• Ability to multitask and pay close attention to detail
• Strong written and verbal communication skills
• Strong organizational skills, detail-oriented, and excellent time-management skills.
• High level interpersonal skills and cultural sensitivity to work with diverse networks and individuals across the world
• Self-motivated with ability to work both as part of a team and independently
• Excellent verbal communication and writing skills with strong attention to detail and the ability to express complex ideas clearly and great presentation, interpersonal, and relationship-building skills
• Possesses a spirit of intellectual curiosity, creativity, and innovation
• Proficient in various Excel, Word, and PowerPoint, Monday.com or Teams
• Prior experience with one or more network or large organization is preferred

Network Support

• Maintain and update ECDAN members & partners internal database and ensure that external representation of members & partners on ECDAN’s web platform and reports are accurate;
• Ensure high quality & timely responses to ECDAN partners & members to ensure high user engagement and satisfaction
Duration of Task Completion
The assignment is by contract for six months and the duration will commence from the signing of the contract. The contract may be extended depending on performance and availability of funding.

Procedure for Submission of Expression of Interest
• Interested consultants should submit documents mentioned below to info@ecdan.org with the subject “Program Assistant”
• An updated resume highlighting your specific relevant experience
• An application/cover letter including remuneration requirements (daily rate).
• Only short-listed candidates will be contacted