

**Position Title:** Program Associate, Francophone West Africa

**Department:** Programs

**FLSA Status:** Exempt

**Reports to:** Program Officer, Francophone West Africa

**Direct Reports:** None

**Location:** New York, NY

### **ORGANIZATIONAL OVERVIEW**

Foundation for a Just Society (FJS) advances the human rights of women, girls, and LGBTQI people globally, with an emphasis on those experiencing the greatest levels of injustice and discrimination. We do so through supporting organizations that use innovative, intersectional, locally-rooted strategies that meet immediate needs while igniting long-term, structural change in communities and regions that have been overlooked by philanthropy. We seek to strengthen movements that create a world where all people are valued and lead self-determined lives. While FJS works internationally, our geographic focus areas are: Francophone West Africa, Mesoamerica, South and Southeast Asia, and the US Southeast.

FJS is committed to an environment where everyone feels empowered to bring their full, authentic selves to work. At FJS, a diverse, inclusive and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, education or disability, feel valued and respected.

### **POSITION SUMMARY**

The program associate for Francophone West Africa works with grantee partners, and provides administrative and language support and regional knowledge to the Francophone West Africa program officer. The program associate plays an essential role in supporting the implementation of the regional grantmaking strategy and manages the flow of information with grantee partners in the region.

The ideal candidate for this position is a strategic thinker, analytical, highly adaptive, technologically savvy, an independent problem solver, meticulous, collegial, and thrives in a dynamic environment. They have a working knowledge of women's rights and LGBTQI movements in Francophone West Africa and bring French fluency. This position requires international and domestic travel, and is based in New York.

### **ESSENTIAL DUTIES + RESPONSIBILITIES**

Key responsibilities include, but are not limited to:

- Serve as a point of contact and information resource for grantee partners and respond to requests.

- Assist the Francophone West Africa program officer with solicitations for proposals, including gathering additional information from grantees.
- Review proposals, reports, and related documents submitted by grantees for accuracy and adherence to appropriate protocols.
- Assist with grants monitoring and ensure that grantee partners submit required documentation on a timely basis.
- Update and maintain the accuracy of grantmaking information including by logging and tracking information in the grants database.
- Contribute to the analysis of progress and final reports from grantee partners as required.
- Help identify grantee partner support needs and provide support, as needed, to the Francophone West Africa program officer in the grantee partner support process.
- Translate proposals and program related materials from French to English (and vice versa).
- Contribute to the development of grantmaking strategies and portfolio maintenance.
- Maintain current knowledge of developments in gender justice, women's rights and LGBTQI rights in respective regions through research, site visits, and attendance at conferences.
- Proactively and reactively compile regional, thematic and grantee partner information, news and analysis.
- Stay up-to-date on relevant grantmaking policies and compliance requirements and assist program staff with understanding, operationalizing, and adhering to relevant policies and guidelines.
- Assist in event planning, program meetings, technical assistance, and managing travel and site visits.
- Support the Francophone West Africa program officer in developing and tracking the regional budget.
- Provide support, as needed, to the finance team in processing contracts and payments.
- Identify and advise on ways to improve processes related to grantmaking, including reporting tools and templates, and implement technical improvements for grantmaking processes and team infrastructure.

## **REQUIREMENTS**

- Demonstrated commitment to the foundation's vision and mission, and deep alignment with its values.
- Bachelor's degree in social sciences or related field (gender studies, anthropology, sociology or international development).
- At least three years of experience in program roles within human rights and social justice nonprofit or philanthropic sectors; proven track record in executing the responsibilities of this position.
- Familiarity with gender justice; women's, girls' and LGBTQI rights; and trends in Francophone West Africa.
- Bilingual fluency in oral and written French and English.

- Demonstrated ability to work collaboratively in a small team-oriented environment while also carrying out responsibilities with considerable independence.
- Exceptional written and oral communication skills in French and English.
- Critical thinking and problem solving skills.
- Strong administration and project management skills with attention to detail.
- Effectively manages competing priorities and can re-prioritize tasks, as needed.
- Willingness to embrace critical feedback with a positive attitude.
- Takes initiative, is self-motivated, and has a desire to learn and improve skills. Some familiarity with grantmaking processes and relationship management.
- Strong interpersonal skills and the ability to work well with a team.
- Eligibility to work in the United States.

### **COMPENSATION**

**Salary Range: \$56,000 - \$70,000**, depending on experience. We offer an excellent benefits package that includes 100% employer paid medical, dental and vision insurance for all eligible employees (and spouses, domestic partners, and eligible dependents). We are committed to providing transgender-inclusive benefits. FJS also offers additional benefits including, generous vacation, life insurance, short-term disability, long-term disability, parental leave, a 401(k) retirement plan (with employer match), and tuition assistance reimbursement.

### **HOW TO APPLY**

Email a concise and compelling cover letter, two relevant writing samples, and your resume in **one PDF** to [jobs@fjs.org](mailto:jobs@fjs.org) by February 8, 2019. Please include “FWA Program Associate–YOUR NAME” in the subject line.

*All applications must be received via email. No phone inquiries please.*