

PROGRAM ASSISTANT FOR OPERATIONS

Position Description

ORGANIZATION DESCRIPTION

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improve the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION DESCRIPTION

The Program Assistant position will contribute to the Institute's goal of increasing access to fertility-awareness based methods (FAM) of family planning, while maintaining best practices, including a focus on informed choice and quality of care. The Program Assistant is a member of the Operations Team and provides administrative support to the Senior Management Team. As a part of the Operations Team, the Program Assistant provides support for the contractual and finance systems, project management, and human resources, so as to ensure smooth, efficient functioning of the Institute. The Program Assistant supports the work of the Senior Management Team through administrative and technical tasks, monitoring the IRH Annual Workplan, and organizing events as needed.

ESSENTIAL FUNCTIONS

- Assist with contractual agreements, including the preparation, revision, and tracking of subagreements, work orders, and consultant agreements. Update the database of subagreements and contracts with relevant information regarding current and past invoices, contracts and contract modifications. Maintain the file system for contractual agreements as well as the tracking system for contracts and invoices. Oversee recruitment and hiring of new staff and interns.
- Assist the Senior Management Team by providing updates, tracking deadlines, and sharing key issues discussed at the meetings with IRH staff. Coordinate the preparation of USAID documentation, including the annual workplan and budget. Assist with special tasks from the SMT as assigned.
- Arrange and coordinate meetings and events; Coordinate international travel and visa requests for IRH staff and consultants.
- Perform a variety of administrative and management tasks including maintaining leave request files, development and adherence to the Procedures Manual, maintaining Operations share drive, and updating the Institute's contact information.
- Interact with USAID counterparts in Washington, DC and in developing countries, as well as with representatives of partner organizations; assist in the preparation of quality presentations, papers, and documents in English and French.

QUALIFICATIONS

Education

- Bachelor's degree in related field required
- Knowledge of international development, with specific knowledge of women's health/reproductive issues in developing country settings desirable

Experience

- One to two years' experience working in an office environment required
- Experience living and working in developing country settings highly desirable
- Familiarity with USAID programs and the international donor community

Skills

- High level of proficiency (FSI level 4) in spoken and written French or Spanish highly desirable
- Ability to coordinate and handle multiple priorities and input from several people
- Ability to work effectively in team settings and with technical and administrative staff and consultants to maximize smooth program implementation
- Demonstrated oral and written business communications skills
- Self-starter with excellent organizational skills and attention to detail
- Skilled in Microsoft Office applications required

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