Position: Program Associate
Location: Dubai, U.A.E.
Term: Temporary - Maternity Cover

About Education for Employment
Education For Employment (EFE) is the leading youth employment organization in the Middle East and North Africa (MENA). Our vision is to empower young women and men with the skills and opportunities they need to build careers that create a better future.

Operating in the region with the world's highest youth unemployment rates, we pioneered market-driven skills training for youth that links them directly to job opportunities and the world of work. EFE’s distinctive model has been recognized as one of the world's most effective social innovations at the World Economic Forum, U.N., and the World Bank. Arabian Business, The Economist, Harvard Business Review, and others have praised EFE's work. Read more about EFE's work at www.efe.org.

EFE’s Structure
EFE is a network of locally-run, affiliated non-profit organizations working in the Middle East and North Africa. Since its inception in 2006, EFE established affiliated non-profit organizations in seven countries in the MENA region (Egypt, Jordan, Morocco, Palestine, Saudi Arabia, Tunisia, and Yemen), with global support hubs in the United States, Spain, and the U.A.E., and a presence in Algeria and Bahrain. Each EFE Affiliate is a locally registered non-profit organization managed by local staff and governed by a local board of directors of accomplished professionals and leaders from various sectors.

EFE's global team provides programmatic, fundraising, strategic, and capacity-building support to its Affiliates. The relationship between the EFE-Global team and EFE's Affiliates in the MENA region is not a "headquarters/field office" relationship but a partnership relationship between independent non-profit organizations affiliated with each other through EFE's global network.

Program Associate Responsibilities
The Program Associate will provide programmatic and administrative support to the EFE-UAE team and report to the UAE Programs Manager. Specific responsibilities of this position include, but are not limited to, the following:

- Coordinate and organize program-related meetings and events. Develop PowerPoint presentations and other meeting prep materials and take notes during meetings.
- Perform research on government, foundation, corporate, and individual grant programs to evaluate potential grant opportunities.
- Perform research on potential partners who can offer EFE graduates internships and employment opportunities.
- Coordinate upcoming trainings, including sourcing students, preparing for the training, reporting, following up with all entities to guarantee a successful training, and managing and submitting all invoices once training is over.
- Review programmatic expense reports and track budget-to-actual expenditures.
- Conduct the quarterly check-up calls as needed for graduates' status checks.
• Prepare any marketing collaterals, including acquiring approvals, coordinate with the Communication team to publish, and monitor once published for reporting.
• Draft and edit programmatic reports and updates for donors as required by grant agreements.
• Collaborate with the Program Team and Communications & Brand Manager to provide stewardship to current donors by providing regular written updates, success stories, and photos.
• Manage and update EFE’s database of partners and donors on Salesforce.
• Preparations for events and engagement activities.
• Any other duties assigned by the line manager.

Organizational Strategy and Administrative Tasks
• Tasks and projects intended to support the entire EFE network and the EFE 2025 Strategy. This includes board meetings, event planning, and meeting prep.

Qualification, Skill, and Knowledge Requirements
• Bachelor’s degree required.
• A minimum of 2 years of experience in a similar role.
  o Project management experience.
  o Experience in training or career advice will be an advantage.
• Excellent oral and written communication skills; ability to write persuasively, clearly, and concisely in Arabic and English.
• Excellent interpersonal and cross-cultural communication skills and ability to collaborate effectively across multiple stakeholders.
• Arabic and English language skills are preferred.
• Ability to be flexible, well-organized, and work effectively in a team.

Apply by sending your CV and a Cover Letter to: 'efeuae@efe.org'
Please put "Program Associate" in the subject line of your email.

**No phone calls, please**

Education For Employment (EFE) is an equal employment opportunity employer. The Foundation's policy is to seek out and hire individuals at all levels without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our employment practices.