

**Position:** Program Associate

**Location:** Washington, D.C.

### 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 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, UN and the World Bank. Read more about EFE's work at [www.efe.org](http://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 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 UAE, and a presence in Algeria. Each EFE affiliate is a locally registered non-profit organization managed by local staff and governed by a local board of directors made up of accomplished professionals and leaders from various sectors.

EFE's global team provide 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, rather, 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 grant writing, programmatic and administrative support to the EFE-Global and EFE affiliate teams as they build sustainable local non-profit organizations. Specific responsibilities of this position include, but are not limited to, the following:

#### Grant Writing & Business Development

- Contribute to grant application process for government, foundation and corporate donors.
- Draft concept notes, proposals, project work plans, and other supporting documentation for grant applications.
- Perform research on government, foundation, corporate and individual grant programs in order to evaluate potential grant opportunities.
- Perform targeted research on country sectors, development initiatives and statistics to strengthen grant proposals.
- Draft and edit programmatic reports and updates for donors as required by grant agreements.

- Collaborate with the Program Team and Manager of Communications and Partnerships 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.

#### Programmatic Support

- Support the Program Manager and Officer in managing programs/projects and partnerships in accordance with EFE's annual work plan and project requirements.
- Provide support to affiliate staff members in key areas including report writing, compliance with grant requirements, communications, and proposal development, among others.
- Coordinate and organize program-related meetings and events. Develop PowerPoint presentations and other meeting prep materials and take notes during meetings.
- Review programmatic expense reports and track budget-to-actual expenditures.
- Coordinate check-in calls with affiliates and partners, draft correspondence, manage contacts, etc.
- Coordinate larger projects and processes under the supervision of the Program Manager.

#### Administrative, Financial and Logistical Support

- Submission of proper supporting documents and requests for payments to finance department and filling of documents in the required formats and standards.
- Support travel arrangements for EFE staff, including making flight and hotel reservations, preparing travel authorizations, securing visas and other documents.
- Administrative and logistical support to conduct meetings, conferences, workshops and training programs.
- Maintenance of the filing system ensuring safekeeping of project and administrative documents.

#### Organizational Strategy

- Tasks and projects with the intent of supporting the entire EFE network as well as the EFE 2020 Strategy. This includes: thank you notes, organizing board meetings, policy development, event planning, and meeting prep.

#### Qualification, Skill and Knowledge Requirements

- Bachelor's degree required.
- A minimum of 1-2 years of experience in program support and proposal development.
- Excellent oral and written communication skills; ability to write persuasively, clearly and concisely.
- Excellent interpersonal and cross-cultural communication skills, and ability to collaborate effectively across multiple stakeholders.
- Knowledge of and/or experience living or working in the Middle East and North Africa preferred.

- Arabic or French language skills preferred.
- Ability to be flexible, well-organized and work effectively in a team.

Candidates must be authorized to work in the United States without sponsorship.

Compensation: Commensurate with achievement, experience, and salary history. EFE offers full health and vacation benefits.

IMMEDIATE OPENING. To apply, please send a cover letter, résumé, salary history to: [employment@efe.org](mailto:employment@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. It is the Foundation's policy to seek out and hire, at all levels, individuals 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.