



## ASSOCIATE Job Description

Hours: Full-time

**Location:** U.S. (East Coast preferred but not required)

**Salary:** Commensurate with required qualifications

### **WI-HER, LLC**

WI-HER, LLC is a woman-owned small business that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for all individuals. We employ an integrated, multisectoral approach that links health with education, rule of law, and energy to improve health outcomes and achieve sustained development. WI-HER, LLC is based in Vienna, Virginia but is fully remote at this time.

**DISCLAIMER:** The below is an outline of generally the candidate we're looking for, and roughly the responsibilities we'd like fulfilled by this position. But in truth, we're not sure exactly what this role is going to look like long term, other than: we absolutely need this role long term, likely with more ownership and responsibility attached.

The individual who is the right fit for this role will not only need to be okay with some ambiguity and uncertainty as we figure out the exact scope of the role together, but will be excited by the opportunity: to apply your experience, determination, and creativity towards building out a new role that both creates leverage for our leadership team and helps us achieve WI-HER's mission in creating healthier and better lives for all persons in the communities we serve.

### **Roles and Responsibilities**

We are looking for Associates to support a variety of programmatic and operational aspects for WI-HER's portfolio in various regions around the world, including US/ domestic work. They will report to the respective regional Program Manager and work both independently and collaboratively with technical, communications, and business development teams (in the U.S. and globally) to facilitate WI-HER's strong execution of program delivery in their region. Primary responsibilities will include:

#### Program/Technical

- Provide technical oversight and guidance to country teams in developing training materials, analyzing key data, and incorporating learnings into reports and toolkits for external dissemination
- Lead review and global coordination of program reporting in accordance with U.S. government requirements
- Develop work plans in partnership with country leads and assist in managing project deliverables in a timely, methodical, and organized way
- Manage budgets that are consistent with planned activities and facilitate financial processes to track, expense, and document expenditures
- Identify and lead opportunities for WI-HER technical teams to document and share learnings both internally and externally

## General

- Conduct background research on a variety of technical topics and synthesize results into summary briefs, blogs, press releases, and social media posts for external publication
- Coordinate and facilitate routine engagements with country leads and external partners as it relates to trainings, presentations, and programmatic updates
- Represent WI-HER at external events, including webinars and conferences, and contribute to submission of research publications, as appropriate
- Maintain oversight of document-sharing and saving using Google Drive

## Business Development

- Coordinate closely with country leads and business development teams to identify potential partners and steward new funding opportunities
- Draft technical content that informs proposal development and resource briefs for dissemination to new and existing partners
- Maintain regular and proactive communication with business development and technical teams on latest program developments

An Associate reports to the respective regional Program Manager. The Associate position will be based in the U.S. and may require international travel.

## Qualifications

- Bachelor's degree with 5+ years of relevant experience or advanced degree (Master's or equivalent) with 3+ years of relevant experience in International Development, Public Health, or a related field
- Experience working in global development preferred, with preference for global health experience
- Proficient in English with exceptionally strong writing and communication skills
- Exceptional attention to detail with optimal organization skills to work efficiently and effectively in a dynamic, fast-paced environment
- Strong project management experience, with familiarity in working on U.S. government-funded projects
- Well versed in using Google Suite of products, primarily Excel, Word, and PowerPoint
- Self-starter who can work effectively both independently and collaboratively with others in a flexible, inclusive, and thoughtful way
- Dedication and commitment to diversity, equity and inclusion

If interested, please submit your CV and a writing sample to [apply@wi-her.org](mailto:apply@wi-her.org) by November 15, 2022. Applications will be reviewed and interviews scheduled on a rolling basis, so we encourage interested applicants to apply as soon as possible.

*WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.*