



SENIOR ASSOCIATE-TECHNICAL JOB DESCRIPTION

Hours: Full-time
Location: Washington, DC/VA/MD area preferred but not required
Salary: \$70,000 to \$85,490 commensurate with experience and education

OUR COMPANY:

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex development challenges to achieve better, healthier lives for all persons. We employ an integrated, multisectoral approach that works across sectors to improve outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA. Our office is fully remote at this time.

PRIMARY PURPOSE:

The Senior Associate, Global will support a variety of programmatic/technical, evidence generation, dissemination and growth, and HR, administration, and operational aspects of the company's work in a specific portfolio. The Senior Associate, Global works independently, with guidance, and collaboratively with the Program Manager.

DISCLAIMER:

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.

PRIMARY RESPONSIBILITIES:

Program:

- Backstop and provide technical supervision and guidance for field teams, in collaboration with Program Manager,
- Advise on planned activities, for activity forecasting exercises, as needed,
- Contribute to development and finalization of project deliverables,
- Help maintain quality in program implementation and reporting,



- Document and share learning with other members of the WI-HER technical team, as well as with program counterparts through specific program-based dissemination efforts,
- Contribute to updates and enhancements to the website and contribute to WI-HER promotional materials and social media efforts,
- Coordinate, conduct, and participate in organizational and project strategy meetings.

General:

- Conduct background research on a variety of project-related topics and synthesize results verbally and in writing,
- Assist in the development of training materials, data analysis, and other assistance, as needed,
- Assist in facilitation of meetings, trainings, and presentations,
- Assist with development and review of all quarterly review materials, annual reports, work plans, and knowledge management products,
- Participate in learning opportunities such as webinars and conferences among WI-HER's focus areas (e.g., gender, health, education, rule of law).

Business Development:

- Support capture in countries and region of focus or as needed, including but not limited to researching partners (international and local) in the country, donor priorities,
- Draft technical content in response to sources sought, request for information, and proposal development,
- Participate in and document business development meetings as needed,
- Provide regular updates to the business development team on latest developments and updates in countries and regions of focus.

QUALIFICATIONS

In order for this role to operate effectively, the following requirements must be met:

- Advanced degree (Masters or equivalent degree preferred) in International Development, Public Health, or related degree.
- 3-5 years of direct experience working with USAID and other donor funded projects.
- Advanced knowledge of Excel, PowerPoint and Word.
- Resourcefulness in setting priorities and proposing new ways of creating and improving processes.
- Experience designing and co-leading training with program counterparts.
- Strong qualitative and quantitative research and analysis skills.
- Ability and desire to collaborate with a diverse, multicultural and multidisciplinary team.



- Experience working in Gender, Equity and Social Inclusion.
- Have a demonstrated ability to handle confidential information and use discretion in communicating potentially sensitive information with clients, team members, and the company's broader network.
- Have crystal clear professional written and verbal communication skills with the ability to work with clients, partners, vendors, and internal team members alike.
- Have strong organizational skills with the ability to manage multiple tasks with competing deadlines in a timely and professional manner..
- Have a demonstrated ability to rapidly adapt to new systems and processes, as well as learn independently as needs come up.
- Have solid proficiency with the full Google Suite of products.
- Ability to embrace risk and ambiguity, and to take start-up projects from concept to completion.
- Ability to work collegially within a high-performing team.
- Have a strong, consistent internet connection and a work environment conducive to video calls.

Preferred, but not required qualifications include:

- Language skills.
- Prior work with a disadvantaged small business or similar organization.
- Familiarity with global health, rule, education or rule of law projects.

NEXT STEPS

For immediate consideration, please submit your application [here](#). If you have any questions, contact us at apply@wi-her.org. Please indicate your name and position in the subject line.

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.