



ASSOCIATE JOB DESCRIPTION

Hours: Full-time

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

Salary: \$50,000 to \$68,000 commensurate with education and experience.

OUR COMPANY:

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, gender equality and social inclusion, 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 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:

We are looking for an Associate to support programmatic and operational aspects for WI HER's portfolio in various regions around the world, including US/ domestic work. They will report to the 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 execution of program delivery in their respective region. The position offers the opportunity to develop a strong understanding of thematic areas of expertise such as gender equality, social inclusion, and gender-based violence. Primary responsibilities will include:

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



- Contribute to submission of research publications and abstracts for conferences, as appropriate
- Maintain oversight of document-sharing and saving using Google Drive

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
- Support review of and coordination of program reporting in accordance with U.S. government and partner requirements
- Support the development of work plans in partnership with WI-HER HQ team, country leads
- 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

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

QUALIFICATIONS

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

- Bachelor's degree with 4+ years of relevant experience or advanced degree (Master's or equivalent) with 2+ years of relevant experience in International Development, Public Health, or a related field
- 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
- Project implementation 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
- Experience working in global development preferred, with preference for global health experience
- Ability to work collegially within a high-performing team.
- Have a strong, consistent internet connection and a work environment conducive to video calls.

If interested, please submit your application [here](#). 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.