



**Children Without Worms
Program Associate, Sr (NGO; EU)
Senior Program Associate (TF)**

**Job Class Code: XA65
FLSA Status: Exempt
Pay Grade: 232**

EEO Code: Professional Non-Faculty

Date: April 2017

**Reports to: Director of Partnerships
Direct Reports: N/A**

***This is an Exempt position. Employees in this position are paid a salary on a monthly basis and are not eligible to receive overtime pay.**

POSITION DESCRIPTION:

Designs, implements, coordinates operational facets of a specific program and its related activities. Manages work plans that are designed to accomplish program goals and objectives, and implements changes for improvement and efficiency. Makes decisions on behalf of the program based on critical analyses of operational/statistical reports, financial data and budget forecasts, and outside trends and factors related to the program. May plan, administer or monitor the program's budget, financial management, and/or grants. Takes a leadership role on program-related committees and teams. May develop fund raising initiatives, including researching and identifying funding sources and writing and submitting grant proposals. Conducts program research and ensures that mandatory operational and statistical reports are fact-based and comply with regulations. Serves as liaison with other groups and organizations participating in the program or seeking knowledge of the program, and may write and give speeches/presentations at conferences, university functions, or before various boards. May supervise staff. Ensures that complete and accurate program records are kept and maintained. Performs related responsibilities as required.

PRIMARY RESPONSIBILITIES:

The Senior Program Associate provides technical and operational support to Children Without Worms (CWW), an international non-governmental public health program of the Task Force for Global Health. CWW supports global efforts to control soil-transmitted helminthiasis (STH) in people at high-risk of infection. In April 2014, CWW and partners launched the STH Coalition, a partnership which has grown to over 50 organizations and seeks to intensify global STH control efforts. Partners charged CWW with serving as the Coalition secretariat. Position responsibilities include, but are not limited to, the following:

STH Coalition

- 1) Directly manage approved STH Coalition initiatives through the project cycle including working with partners and vendors in the design, planning, implementation, and monitoring of activities.

- 2) Identify, define, collect and analyze data for, and report on metrics measuring the effectiveness of STH Coalition products and activities.
- 3) Assist the Director of Partnerships to conduct detailed planning (e.g. annual planning) in line with established strategic objectives so as to clearly identify priorities, required resources, and processes. Planning should be based on Coalition membership and their priorities/needs.
- 4) Maintain a customer-oriented focus to identify and meet STH Coalition needs, in-line with CWW strategic objectives.
- 5) Draft key STH Coalition documents and reports.
- 6) Oversee STH Coalition communications (e.g. email account) with partners and potential partners.

Communications

- 7) Manages CWW's social media platforms (e.g. Twitter). Creates and posts new content on a regular basis and builds CWW's audience on these platforms.

CWW Operations

- 8) Help ensure adherence to established finance, operational, administrative standard operating procedures.
- 9) Under the supervision of the CWW Deputy Director, manage CWW contracts including tracking, drafting, and monitoring requested and current contracts.
- 10) Ensure the accurate, timely processing of outstanding invoices and credit card charges.
- 11) With the CWW accountant, conduct monthly financial reporting detailing the spending of each CWW grant.
- 12) Strictly maintain the confidentiality of all financial and contractual information.
- 13) Provide regular solution-oriented recommendations to the Deputy Director and Director CWW to address programmatic challenges or gaps.
- 14) Regularly liaise with relevant CWW colleagues to share information and coordinate activities.
- 15) Conduct other duties as assigned by the Director – Partnerships, CWW Director, or Deputy Director.
- 16) Participate fully as a member of the Task Force for Global Health by contributing, assisting and participating in projects, activities, and initiatives as requested by Task Force management.

TRAVEL: 10% – 15% domestic and international travel

MINIMUM QUALIFICATIONS:

Bachelor's degree in a field related to specified program areas and four years related program management experience, or equivalent combination of experience, education, and training.

PREFERRED QUALIFICATIONS:

- Master's degree in public health, public administration, or related field.
- At least three-years of experience in partnerships or coalitions.
- At least two years of professional public health experience.
- Proficiency in English, French, or Spanish.
- Excellent command of the English language, both verbal and written.
- Demonstrated ability to multi-task, manage projects, and work independently.

All qualified candidates must apply through the Emory University career website

<http://hr.emory.edu/careers/index.html>

Requisition # 71106BR

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: The Task Force for Global Health is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.