



Program Associate, Faiths4Vaccines

Type: One year, fixed-term contract, with the possibility of extension

Location: Washington, DC

Closing Date: Open until filled

Organization Overview

The Network for Religious and Traditional Peacemakers (the Network) was founded in 2013 as a response to the growing awareness among peace mediation organizations and the United Nations, that religious and traditional actors are vital, but often underutilized, actors in peacemaking processes. The Network strengthens peacemaking through collaboratively supporting the positive role of religious and traditional actors in peacebuilding processes and through connecting them to national and international peacebuilders. Since its founding, the Network Secretariat has been hosted by Finn Church Aid (FCA), Finland's largest development agency and provider of humanitarian aid.

Position Overview

The Network for Religious and Traditional Peacemakers seeks a highly motivated program associate to support in the implementation the Faiths4Vaccines initiative, an inclusive, multifaith movement working to identify and resolve current gaps in vaccine mobilization, outreach, and uptake in the United States and around the world. Ideal candidates will support in administrative, programmatic and communication efforts including event support, content creation and will possess a keen interest and general understanding public health, health equity and advocacy. The incumbent will be employed by FCA Americas but seconded to the Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions may include, but are not limited to the following:

- Provide support on a range of administrative/operational project tasks including budget and expenditure tracking; invoice processing; organizing meetings and workshops; liaising with project stakeholders.
- Establish and maintain working relationships and serve as a liaison with local and national faith leaders, medical professionals, and health officials to increase Faiths4Vaccines participation and advance the initiative goals.
- Schedule, attend and report on Core Group Meetings, roundtable discussions, introductory meetings and other meetings, as necessary.
- Produce and/or edit a variety of documents including briefing materials, meeting notes, presentation slides, research briefs, and reports for a variety of stakeholders (such as funders, implementing partners, external audiences)

- Support the Communication Coordinator in developing communications materials, including promotional videos, PSAs and social media content.
- Monitor and facilitate the execution of project deliverables through collaboration with implementing teams, funders, and other technical partners
- Assist with travel plans including flight and hotel research and booking, travel authorization, visa application, etc.
- Research faith-led vaccination efforts in the U.S. and globally.
- Provide general office support and a variety of related tasks to other work teams as directed.

KNOWLEDGE, EDUCATION, AND EXPERIENCE:

- A Bachelor’s degree in a relevant field and a minimum of 2 years’ experience; in lieu of a degree, 4 years’ professional experience; emphasis on administrative and programmatic work preferred.
- Strong functional knowledge of administrative practices and health-related topics and interest to apply knowledge in a professional environment.
- Excellent written and oral communication skills. Strong attention to detail and coordination skills to accomplish multiple tasks.
- The ability to meet rigorous timelines, track results and effectively manage multi-stakeholder relationships.
- Ability to work independently and effectively prioritize and produce high-quality work deliverables under high-pressure time constraints.
- Strong computer skills, especially Google Docs, Microsoft Word, Outlook, and Excel.
- Willingness to learn on the job, innovate, and take lessons-learned into future projects.
- General knowledge of health policy and/or health advocacy.

Must be eligible to work in the United States.

TERMS:

The Associate and the Network clearly understand that:

- The position is based in Washington, DC and will be considered “remote” until the current DC health emergency permits regular, in-person office attendance.
- This positioned is fixed term until December 31, 2022. Potential for position renewal.

HOW TO APPLY:

Applicants must correctly submit all the documents outlined in this section in order to be considered. Preference will be given to candidates who possess extensive experience using social media platforms and graphic design.

1. A resume and a cover letter – failure to submit both will result in your application being rejected.

Candidates selected as finalists will be asked to submit writing samples, professional references or letters of recommendation upon request.

Please send all requested material at the same time to sarah.tyler@kua.fi and include “Program Associate, Faiths4Vaccines” in the subject line.

Applications will be reviewed on a rolling basis.

FCA Americas is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.