



# Global Knowledge Initiative

## Program Associate

### About GKI

Are you ready to join a team committed to addressing some of the world's most pressing development challenges? Are you eager to provide project coordination, management and technical support to the team? Are you a self-starter who enjoys coordinating team members, organizing tasks, supporting organizational operations? Do you believe in collaboration and lead with a high degree of optimism, humility and service orientation? Are you comfortable in an agile, lean start-up context with high growth potential? If yes, you will be a good fit for our team at the Global Knowledge Initiative.

**Application deadline:** Rolling deadline

**To apply:** Fill out the application form linked at the bottom of this document.

Our mission at GKI is to empower people to lead transformational change within themselves, their organizations and collectively in the systems around them to create a future where everyone can thrive. Named "one of the world's top 100 social innovators for the next century" by The Rockefeller Foundation, the Global Knowledge Initiative is a purpose-driven organization that specializes in systems change through the development of leadership, facilitation of collaborative design, delivery of insights, analysis and advice, and mobilization of collective action networks.

We work to solve complex challenges at the forefront of the global development conversation, with diverse clients in government, philanthropy, civil society, academia and industry. GKI's current portfolio includes a diverse range of initiatives focused on food systems, disaster recovery, market systems, political and economic systems and environmental systems at the global and local level.

### What we Offer

Because of the nature of our work, GKI offers a dynamic workplace where no two projects and no two days are the same. New hires will have the opportunity to contribute to organizational development across a diverse set of clients and projects and develop skills at the frontier of the global development sector. GKI believes in fostering a mission-driven, empowerment-based, collaborative team culture which supports professional growth, mutual accountability and learning. GKI offers a competitive salary, paid leave, and health benefits.

### About this Position

This position provides support to a range of work across the organization: 1) Project management and technical support; 2) Coordination support for Finance and Operations (invoice generation, expense management, finance and project tracker development, organizational operations tasks);



# Global Knowledge Initiative

3) Communications (coordinating GKI's social media presence). This position is managed by the Director of Collaborative Strategy. The specific functions of this role are:

## Projects

- Provide technical support to the design, facilitation and convening of networks and communities of practice.
- Provide project management support to the project director.
- Liaise with project primes and/or clients, ensure all reports and financials are provided on time and to a high quality.
- Develop Human Centered Design and other types of research projects. Conduct primary and secondary research: interviews, focus groups and data collection, analysis and visualization.
- Prepare original content for presentation, reports and technical deliverables.
- Assist with design and production of both in-person and virtual workshops, including assisting in material design and development, delivering portions of in-person facilitations and managing communications and logistical needs.

## Operations and Finance

- Oversee and support colleagues on daily company administrative processes and procedures.
- Assist Chief Operating Officer in daily tasks and duties.
- Ensure that company policies align and are compliant with funder requirements.
- Analyze and maintain operational data.
- Train staff in policies and procedures and ensure appropriate adoption.
- Take initiative to learn and socialize new tools and frameworks internally and consistently execute on project management best practices.
- Support team and organizational learning to improve services, methods and products.
- Implement improved operational measures and policies that promote efficiency.
- Contribute to innovation of new practices and processes.
- Support colleagues to develop, track and maintain project budgets.
- Coordinate purchase of materials and supplies.
- Monitor product inventory.
- Maintain positive client and vendor relationships.

## Communications/Business Development

- Coordinate and oversee efforts of colleagues in developing pipeline of social media blogs and posts.
- Build communications assets and materials to support business development and marketing.
- Participate in new project development, including planning, research, scoping, and design of innovative projects in priority growth areas, and provide technical support in proposal development, pitch materials and grant writing.



# Global Knowledge Initiative

- Conduct market research and analysis to enable GKI to better respond and adapt to market changes and technical demands in our domains/regions/expertise/priorities.
- Represent GKI as a professional in the public arena, such as at events, meetings and traditional and social media, as needed.

## Minimum Requirements:

- At least 5-7 years' experience in technical support, project management and operations.
- Experience supporting organization-wide operational processes and practices.
- Ability to prioritize tasks in a fast-paced and changing environment.
- Demonstrated skill and experience in facilitating groups, meetings, and events (both online and in-person), resulting in collaborative decision-making, agreed upon action items/priorities, and strong outcomes.
- Interest and preferably experience in design thinking, Human Centered Design, Systems Change, and collaborative innovation.
- Strong oral and written communication skills, excellent interpersonal, analytical, and training skills.
- Oral and written fluency in English.

## Preferred Knowledge, Skills and Abilities

- Strong background in project management/coordination, operations and technical support.
- Experienced with project design and management, including experience serving as a project coordinator or manager.
- Strong primary and secondary qualitative research skills and demonstrated aptitude for blending analytical rigor with sound political judgement and writing and presentation development.
- Demonstrated experience in qualitative data collection and synthesis; experience using key informant interviews, focus groups, and interactive tools to generate qualitative information and learning from the data.
- Experience working with a variety of stakeholders including local community members, local and national government personnel, private sector, NGO partners, international donor agencies and other stakeholders.
- Facilitation or experience leading meetings/convenings/workshops.
- Strong technical skills in virtual collaboration and facilitation platforms (Zoom, Mural, etc.,)
- Knowledge of, or involvement in, global development, with domain experience in sectors such as health, agriculture, economic growth, civil society, etc.
- Familiarity with systems change, through experience, coursework, or other training, and/or human centered design principles and various tools.
- Demonstrated proficiency using business, design or data research software, such as Google Suite, Microsoft, Salesforce, Nvivo, InDesign or Kumu, and a strong aptitude for learning new software systems.



# Global Knowledge Initiative

- Be solutions oriented and bring a problem-solving approach, able to design solutions, deliver and support projects.
- Strong communication and organizational skills to support project needs.

**Education:** Bachelor's degree.

**Working Environment:** Currently work is performed remotely.

**Supervisory Responsibilities:** This position does not currently have supervisory responsibilities.

**Travel:** Domestic and international travel may be required and may include travel to fragile and/or conflict-prone zones when pandemic conditions allow (10-15%).

## **Equal Employment Opportunity**

GKI is an equal opportunity employer. We do not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills to strengthen our organization. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

**To Apply:** Please fill out this [application form](#).