

Program Assistant Intern – Sweet Compassion

The Program Assistant Intern will work with the Board of Directors providing support to the Sweet Compassion campaign in collaboration with partners and advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity, and no poverty. This position will be responsible for performing a variety of both complex and routine administrative and analytical duties. This **volunteer** position represents 1 vacancy. A minimum of 6 hours per week is required for a duration of 12 months.

Responsibilities

- Provides overall routine and ad hoc administrative and programmatic support to the Director to enable successful implementation of programmatic and core functions for the campaign
- Assists Director in the preparation of program documents and correspondence such as memos and project authorization documents, ensuring that all documentation is complete and in compliance with policies and standards
- Provides operational support so that work plans, progress reports and other deliverables are prepared, submitted, and reviewed
- Works with the Director on general management-related activities, such as orientation and training for new volunteers, updating contact information, and logistics support
- Maintains or assists with administrative and financial tracking systems and assists in the design and maintenance of spreadsheets and databases to support these systems
- Assists organization partners in coordinating and preparing for meetings, events, and presentations
- Collects, organizes, and analyzes research for use in identifying beneficiaries, vendors and partners as well as for reporting purposes from various sources
- Helps collect and makes arrangements for distribution of materials for the campaign
- Participates in administrative and communications team meetings

Qualifications

- Bachelor's degree or higher in a related field or working towards a related degree
- Intellectually curious and passionate interest, with a track record of demonstrated ability and willingness to learn and apply knowledge to develop new and creative solutions in community service, philanthropy, gender equity and/or WASH
- Proficient writing skills in English
- Excellent interpersonal skills with the ability to work individually and with others
- Experience with Microsoft Office including Outlook, Word, Excel & PowerPoint is required
- Other types of interests and skill sets are also welcomed, including the following: data management, community service, education, youth engagement, public health, and advocacy

How to Apply

Please send a resume/CV and cover letter to team@jbdondolo.org with the subject line: Program Assistant Sweet Compassion Intern application. Applications are due by March 1st at 11:59:59 PM EST.