GEC Program Support Coordinator

Organization: Discovery Learning Alliance (DLA) is a non-profit organization dedicated to using the power of media to transform education and improve lives in the developing world. See www.discoverylearningalliance.org for more information.

Location: DLA Headquarters in Silver Spring, Maryland.

Primary Function: Responsible for coordinating across teams and providing a range of administrative and programmatic support to ensure compliance and assist timely and successful delivery on DLA's commitments for its DFID/Girls' Education Challenge-supported program in Ghana, Nigeria and Kenya. This position will report to DLA's Vice President for Global Education Programs.

Responsibilities

Specific duties and responsibilities will include, but not be limited to the following:

- Assist with programmatic support and correspondence for business relating to DLA's work with the Girls' Education Challenge.
- Assist VP, Global Education Programs and senior management with systems to track GEC donor reporting schedules, contract compliance and deliverable schedules, and other processes requiring regular monitoring, tracking and reporting.
- Organize and coordinate GEC-related meetings, including required logistics, drafting of agendas, preparation and distribution of materials, and regular communications among the DLA teams engaged in the GEC project.
- Document and distribute meeting takeaways, including points of agreement, action items, next steps, etc., ensuring a clear flow and continuity from one meeting to the next.
- Support VP, Global Education Programs to liaise across colleagues working on the DFID/GEC program, including the Program, Production, Communications and Finance Teams, and assist smooth, ongoing coordination and collaboration.
- Assist in providing support to the field programs, including maintaining records and supporting preparation of contracts for consultants and vendors working on the GEC program, as needed.
- Document and share lessons learned and promising practices related to project management.
- Establish and maintain a shared network folder for the GEC program, ensuring timely and comprehensive filing in well-organized sub-folders.

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- Take on special projects and research requests related to the GEC, as directed and agreed with VP, Global Education Programs.
- Other duties as assigned.

Qualifications

EDUCATION: BA/BS <u>minimum</u>

REQUIRED BACKGROUND:
- Minimum of 5 years of relevant graduate education and/or related international development (preferably in the education sector) work experience
- Experience with large international donor-funded development projects
- Experience liaising with donor partners and handling donor communications reliably and professionally
- Experience coordinating project implementation and compliance, fostering healthy communications and teamwork across various concerned colleagues
- Experience with database management

SKILLS:
- Excellent written and verbal communication skills
- Demonstrated interpersonal skills and success as a team player
- Cross-cultural awareness
- Highly organized and detail-oriented
- Demonstrated self-starter with results orientation and ability to meet deadlines
- Demonstrated planning and plan monitoring skills
- Must be able to able to manage multiple priorities in a fast-paced environment
- Committed to transparency, honesty and integrity
- Fluency in English required
- Proficiency in Windows, Word, Excel, Power Point and database management

<u>Candidates must have proper authorization to work in the U.S. No relocation will be offered. This is a position with the nonprofit Discovery Learning Alliance, not with Discovery Communications.</u>

Application Procedure:
Qualified candidates should send their application letter, together with a detailed Curriculum Vitae or Resume and references from previous employers to:

Discovery Learning Alliance
gep_recruiter@discovery.com

Please put GEC Program Support Coordinator on the subject line.
No phone calls please. Only short-listed candidates will be contacted.

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