



Job Description
Program Assistant
Location: Washington, D.C.

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our work is grounded in the fight to counter slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with projects in Ghana, India, Haiti, Nepal, and the Dominican Republic, Free the Slaves has a talented and dedicated staff and a highly engaged and supportive board of directors.

For more information, see: www.freetheslaves.net.

Job Description

The program assistant is responsible for supporting successful planning and implementation of Free the Slaves' strategy for eradicating slavery and child labor in the Africa and Caribbean regions. This role includes an important component of administrative support. The program assistant will report to the DC-based program manager, who will assign duties in support of country programs. The program assistant will develop effective, collegial relations with country office staff, as well as with the Communications & Advocacy, Development, Operations, and Monitoring, Learning & Evaluation departments. This is an exciting position to support growth in Free the Slaves country programs.

Responsibilities

- Be the point of contact for the FTS' Ghana and Dominican Republic programs teams for administrative concerns
- Assist with the country offices and partners regarding day-to-day operations
- Support the development of annual, mid, and long-term plans and budgets by the country programs, aligning them with grant requirements and the country-specific program strategies
- Assist in developing, editing and formatting reports and other project or presentation documentation
- Assist with the review and preparation of budgets and financial reports including the realignment of existing budgets, financial reconciliations and payments for invoices and expenses
- Respond to internal and external requests for information
- Support country office compliance with national regulations governing registered NGOs
- Work with the FTS programs teams on internal and external communications
- Coordinate travel arrangements for programs staff, as needed
- Coordinate the logistics of overseas staff and sub-awardees as needed
- Attend organizational meetings at HQ and support departmental events such as meetings, retreats and team building activities

- Assist with review of official documents for country offices and sub-awardees
- Fulfill other programmatic, administrative, and financial functions as required

Qualifications

Required

- An existing right to work in the U.S. (green card or U.S. citizenship)
- Fluency in English
- Strong English writing skills, including ability to write for different audiences
- Strong organizational and time management skills
- Can multitask and prioritize multiple tasks based on deadlines
- Is interested in working with grassroots, community-based organizations, especially those with a human rights mission
- Familiarity with government grants: process and delivery
- Passion and commitment to ending modern slavery
- Innovative spirit and willingness to use creative thinking
- Determination and ability to sustain positive, respectful and dynamic relationships with colleagues and partners, alongside expectations of mutual accountability
- Ability to develop budgets, understand income and expenditure reports and give meticulous attention to financial management
- Ability to work with limited administrative support
- Relevant bachelor's degree (e.g., international development, human rights, business administration, community work/social work)

Preferred

- At least two years of relevant experience
- Fluency in Spanish and proficiency in other languages preferred
- Experience in the anti-slavery and anti-trafficking movement
- Substantial experience with Microsoft Excel
- Grant management and program operations management

To Apply

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to <https://smrtr.io/3MCgB>. Please include your last name in the title of the document.

Deadline for Submissions

Interested applicants are encouraged to apply as soon as possible. The application will close at **5:00 p.m. EST, February 7, 2020**. Submissions will be reviewed on a rolling basis until the close date.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.