



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

JOB DESCRIPTION

Program Associate

Full-time Position



JOB DESCRIPTION

Job Title:	Program Associate
Department:	Programs
Reports To:	Program Manager
Location:	Makati City, Philippines

Background

Consuelo Zobel Alger Foundation (Consuelo) is a US-registered foundation with headquarters in Hawaii, U.S.A. Consuelo has a branch office in the Philippines, which is responsible for the implementation of Consuelo's programs on child protection and child abuse interventions in partnership with local organizations and institutions in the country.

Job Summary

The Program Associate is primarily responsible for supporting various programs and projects that empower vulnerable individuals and families, facilitate their healing, and strengthen child protection systems within the larger community. S/he will provide administrative and programmatic support to all aspects of operations under the Programs Department. This shall include providing administrative support, inputs, and assistance inputs in the planning, organizing, budgeting, coordination, implementation, and monitoring of the department's programs, including the Protection and Recovery Program, Life Skills Plus, Family Strengthening, and other Program initiatives.

Job Responsibilities

1. Assist the program manager and officers of the department in liaising with project partners, coordinating meetings and activities, monitoring program partner budget utilization, and providing recommendations for action points.
2. Provide proactive recommendations and thorough end-to-end support to the Program Manager and Program Officers. Make consistent with the new enumeration in the job summary above.
3. If and as needed, may also be asked to directly handle some activities and projects.
4. Help ensure all activities are within Consuelo's framework, guidelines, and agreed performance indicators. Contribute to developing new frameworks and systems where needed in the work.
5. Support the Program team in preparing, monitoring, and reporting implementation plans, budgets, project progress, and achievements. Contribute ideas and recommendations as may be needed.
6. Provide direct assistance to the Programs team in regular documentation, correspondence, payment requests, procurement, completion of administrative requirements, and all other day-to-day coordination actions that will ensure the effective implementation of projects and initiatives.
7. Provide support in managing services and performance of any contracted external service partners.
8. Help document and share project successes, best practices, and lessons learned for future reference for effective project implementation.
9. Perform other duties and functions as required by the role and the Program Manager.

Organization-wide Competencies (for all Consuelo staff)

- Interpersonal Effectiveness
- Problem Solving
- Integrity
- Service Orientation
- Flexibility
- Professionalism
- Stewardship

Professional Experience and Qualifications

- Graduate of a 4-year course of Bachelor of Science or Arts, preferably in social sciences, management, development studies, and other related fields.
- Minimum of two (2) years relevant experience in program development or assistance.
- Good experience in writing reports and providing assessments.
- Good experience in organizing and documenting events and activities.
- Reliable, trustworthy, and pays close attention to details.
- Knowledgeable in Microsoft Office – Word, PowerPoint, and Excel
- Has experience in document management, coordination and administrative work.

Personal Skills

- Honest and Trustworthy
- Well Organized and can handle multiple tasks
- Analytical
- Proactive and can manage priorities
- Diligent and can oversee end-to-end process
- Works systematically and able to meet deadlines

Language/Dialects

- Fluent English – written and spoken
- Fluent Filipino – written and spoken

Key Working Relationships

Internal

- Program Director
- Program Manager
- Program Officers
- Procurement and Finance Staff
- Other Consuelo unit, as the need arises

External

- Program Department partners
- Vendors/Suppliers/Auditors
- Representatives from non-government institutions and/or government