

## **Job Title**

Program Assistant – Global Give Back Circle - Rwanda

## **Reports To**

The Program Assistant will report to the assigned Program Manager at the Global Give Back Circle.

## **Job Overview**

This position requires residency in Rwanda and will be responsible for mentor and mentee recruitment and management within a defined Global Give Back Circle Program. The program assistant is responsible for adhering to program guidelines, assisting program participants, assisting with data collection, reporting and other program activities and deliverables as required. The Program Assistant will lead all the mentoring processes for the Global Give Back Circle in Rwanda under the direct supervision of the Program Manager in Kenya, and Head Office in New York, USA.

## **Responsibilities and Duties**

- Provide support in implementation and evaluation of the Mentorship Program in Rwanda.
- Offer support in data collection, analysis and report writing during baseline and evaluation surveys. Support the program manager in organizing mentor recruitment forums, process mentor applications and send mentor welcome kits.
- Participate in vetting and recruitment of mentees
- Compile mentee bios to be used for matching them with mentors.
- Support the program manager in acting as point of contact for mentors and mentees including responding to mentor and mentee queries and maintaining open dialogue with mentors and mentees who need help or support at various points in their mentorship journey.
- Contribute to weekly mentor and mentee tips on the Baobab platform.
- Conduct quarterly 'touch base' checkups to ensure the mentoring is working for both mentors and mentees.
- Support the implementation of the private sector engagement strategy and serve as a member of the strategic Mentor Circle framework in Rwanda.
- Lead the Scholars Advisory group in Rwanda.
- Assist the project team to assess gaps and opportunities to develop private sector engagement strategy.
- During implementation of assignment, coordinate her day to day activities with team members working on the same projects to ensure that the objectives, steps and activities under this assignment are in full conformity with others.
- Prepare and submit weekly reports on Fridays.

- Leverage the social media platform in recruitment of mentors and creating a web of connection.
- Conduct interviews and collect mentor and mentee stories.
- Provide support to special events, summits and conferences as may be needed, both to support the project implementation.

### **Qualifications**

- Must be an alumnus of the Mastercard Foundation Scholars Program.
- A minimum of one year working Experience.
- An undergraduate degree in relevant project administration field. Strong organizational Skills
- Excellent interpersonal and communication skills.
- Flexible, detail oriented, organized, adaptable to changing priorities and able to take initiative and to meet strict deadlines.
- Proven ability to work in a team environment with minimal supervision.
- Self-driven, innovative, pro-active and self-direct.
- Demonstrated the ability to work with virtual teams including effective use of web conferencing, video-conferencing and tele-conferencing.
- Advanced Microsoft office skills especially Word, Excel and PowerPoint Fluency in English, including excellent written and oral communication skills.
- Must have working knowledge of French.

Submit Resume and Cover Letter to [Asmahan@GlobalGiveBackCircle.org](mailto:Asmahan@GlobalGiveBackCircle.org) for consideration