

AMERICAN JEWISH WORLD SERVICE
Posting for
AMERICAS PROGRAM OFFICER

DESCRIPTION OF ORGANIZATION:

AJWS is an independent not-for-profit organization founded in 1985 to help alleviate poverty, hunger and disease among the people of the world regardless of race, religion or nationality. It breathes life into Judaism's imperative to pursue justice and helps American Jews act upon a deeply felt obligation to improve the chances for survival, economic independence and human dignity for all people.

AJWS' International Programs Department is responsible for the agency's grant making activities. AJWS funds organizations working in the areas of sustainable agriculture, health, economic development, and education. We are committed to supporting activist organizations that carry out programs that integrate grassroots development and human rights, and seek to support organizations that spearhead or link into social movements.

RESPONSIBILITIES:

The Americas Program Officer will work collaboratively with the Americas Senior Program Officer on setting grant making policy in the region. He or she will oversee grants in Meso and South America. Specific responsibilities include:

- Reviewing and making decisions concerning upcoming grant proposals
- Identifying and building relationships with partner organizations
- Monitoring grants through meetings, site visits and correspondence
- Writing and defending grant recommendations to the AJWS Board
- Supervising the timely administration of grants including writing grant agreements
- Coordinating learning opportunities for AJWS grantees
- Networking with donor agencies and international development and human rights organizations to explore collaborative grant-making opportunities

QUALIFICATIONS:

- Experience working in Latin America and/or the Caribbean and fluency in Spanish—required
- Experience working with international development or human rights organizations—preferred
- Knowledge of, and experience with, grant-making practices
- Working understanding of global development and human rights norms and practices
- Highly organized, with the proven ability to work independently, prioritize and complete multiple projects
- Ability to meet deadlines, and maintain consistent attention to detail
- Familiarity, experience and a high level of proficiency with computers and technology
- Available for, and enthusiastic about, networking and international travel
- Undergraduate degree and preferably a graduate degree in a field related to international development
- At least 3+ years of professional work experience

REPORTS TO: Director of International Programs

HOW TO APPLY:

Apply by email to aestrella@ajws.org and indicate Americas Program Officer in the subject line

- Please send a cover letter with a summary of your interest and qualifications for this position
- Include your salary requirements
- And your résumé

No Phone Calls Please

We will only respond to candidates in whom we have an interest.

AJWS is an equal opportunity employer and provides competitive salaries and benefits.

4/24/06