



POSITION DESCRIPTION

TITLE: Senior Associate, Project Administration and Analysis

REPORTS TO: Associate Director, Project Administration

DEPARTMENT: Grants Administration

LOCATION: Stamford, CT

ABOUT AMERICARES

Confront crisis. Create change. In the simplest of terms, that is the mission of AmeriCares, an emergency response and global health organization committed to saving lives and building healthier futures with people in crisis in the United States and around the world.

Since 1982, AmeriCares has worked to address the health and humanitarian needs of people in communities affected by poverty and disaster. Together with its global network of partners, AmeriCares has helped millions of people confront the health crises they face, creating sustainable change to restore health and providing pathways for hope and opportunity.

Today, AmeriCares is the world's largest provider of donated medicines and medical supplies, both in the United States and worldwide, having delivered more than \$11 billion in humanitarian assistance to people in 164 countries around the world.

SUMMARY:

The Senior Associate for Project Administration and Analysis supports AmeriCares global programs to improve health outcomes by managing the database that captures knowledge of all projects undertaken by the organization. Last year this amounted to 127 health projects in 32 countries to benefit an estimated 1.7 million individuals. The Senior Associate will report to the Director of Project Administration and work closely with the Monitoring and Evaluation Unit to evolve the project system, to extract and analyze data required for timely reporting and accurate knowledge about AmeriCares core programs – Emergency Response and Global Public Health, including Global Medical Assistance and Model Primary Care. The Senior Associate will provide support to system users across the organization to foster uptake and maximize efficiencies.

RESPONSIBILITIES:

Project Administration and System Support (50%)

- **Project System Management**

- Serve as the primary contact to the GIFTS system vendor on functionality, troubleshooting and annual budget planning. Collaborate with IT department in management of project system.
 - Implement changes to the system as agreed upon and approved by internal constituents (Programs, M&E, Development, Finance, IT) including: managing custom fields, creating tables, creating forms including on-line project application and reporting templates, establishing standardized reminders and approval routing, etc.
 - Customize dashboards for Program Managers, Approvers/Reviewers and other users as needed
- **Global Project Administration Support**
- Responsible for data integrity. Work across global programs teams to ensure all projects are entered in the system, records are complete, coded accurately and up-to-date
 - Assist with re-enforcement and adherence to administrative steps in the Project Cycle (such as set-up of project codes, project approvals, budget uploads with Finance). Assist with staff training and refreshers.
 - Support program teams with completion/submission of online applications and reports and other troubleshooting on the system as needed.
 - Work with Finance on reconciliation of grant payments.

Data Analysis, Reporting and Learning (50%)

- **Data Analysis and Reporting:**
- Work closely with the M&E unit to create a centralized system that captures, stores and reports on common indicators across AmeriCares programs/projects implemented globally.
 - Pull, clean and summarized project data for reporting including for: program reports to the board of directors, Annual Report, annual program review and prospectus, Emergency Response and Recovery summaries, and other project and donor-specific analysis
 - Support M&E unit with data cleaning and basic analysis related to the Global Medical Assistance Program and monitoring strategic projects (including analysis and interpretation of monitoring data and drafting findings).
- **Support FluidSurveys**
- Support the teams across the organization with use of Fluid Surveys. Provide assistance with survey design and building, set up for field-based data collection, troubleshooting, and data analysis needs

QUALIFICATIONS:

Must Have Skills/Experience:

- Bachelor's degree in computer science, statistics or mathematics, business administration, library and information science, international relations, public policy, public health or other related field. Master's degree a plus.
- Two-four years of work experience demonstrating increasing responsibility.
- Spanish languages skills preferred. Experience in Latin America preferred.
- Prior experience with grant and/or project management system, or other database administration (experience with MicroEdge or Blackbaud a plus)
- Experience with data cleaning and quantitative analysis required. High degree of proficiency in Excel, including advanced functions such as pivot tables, v-look-ups, graphing/charting.
- Other relevant experience may include: field-based data collection, participation in other monitoring and evaluation activities, donor or other report preparation, research or project support in the areas of global health, emergency response, international development and poverty reduction and related sectors.
- Microsoft Office proficiency required - Outlook, Word, Excel, Powerpoint. Access a plus.
- Familiarity with SPSS, STAT or SAS a plus.
- Must have unrestricted authorization to work in the United States.

Personal Success Factors:

- Proclivity for process optimization and professional interest in leveraging IT solutions across a global organization.
- Problem solver, self-starter and quick learner with ability to adapt. Ability to multi-task and independently reprioritize tasks.
- Eye for detail and passion for data integrity.
- An interest in and passion for AmeriCares humanitarian mission
- Strong communicator – ability to present information clearly and effectively, tailored to the intended audience

TO APPLY:

Please follow the url link to apply directly on-line: <http://bit.ly/1DKNkjN>

For questions, please email mloparco@americares.org