



Seeking: Program Officer

We long to see men and women find hope and flourish through safe, dignity-affirming and healing work. [The Market Project](#) is a U.S. non-profit 501(c)3 organization that creates market-based businesses that offer stable jobs and support healing for survivors of trauma, exploitation and trafficking.

The Market Project is seeking a Program Officer (consultancy; hours and salary negotiable), to provide program operations and oversight support for specific projects. The Program Officer will report to the Executive Director. The work will be conducted remotely with occasional in-person meetings.

Services to be performed by Program Officer

- *Program Management & Oversight (50%)*: Manage TMP programs as assigned, such as current grant programs. Tasks include:
 - Develop and monitor project scopes of work, budgets, and annual timelines (current projects are in Uganda)
 - Adapt management tools as needed, including budget tracking tools, approval templates and partner communication
 - Develop and monitor annual work plans, project-related budget and information management and results/outputs, as well as associated deliverables
 - Prepare, coordinate reviews, edit, and disseminate project-related reports and documents, including scopes of work, progress updates, and compliance reports
 - Provide timely and regular donor communications and updates
 - Prepare project contract documents (purchase orders and memoranda of understanding), as requested
 - Develop, track and analyze annual, quarterly and monthly expenditures compared to project budget
 - Ensure program funding mechanism rules and regulations are followed according to grantor or partner expectations.
- *Trauma-Informed Programs (25%)*: Assist Executive Director with the design, development and management of trauma-informed and other field programming.
 - Maintain financial records for trauma healing, legal training, and other TMP field training programs.
 - Build and maintain relationships with chaplains and mental health experts in country.
 - Identify training resources (U.S. and internationally) in the areas of trauma care, human resources, management, team building, and others that are culturally appropriate for possible use in TMP programs.
 - Working with Executive Director, finalize draft of Trauma-Informed Manual. Engage experts to review manual and seek funding for publishing.
- *Impact Evaluation (15%)*: Coordinate and oversee implementation of impact evaluation program, including providing technical support to field-based contractor and field team, analyzing data, and providing reports on survey findings and outcomes.

- *Grant Funding (10%)*: Under the direction of the Director of Development and Senior Advisor, research funding opportunities and draft grant applications, including writing program descriptions, participating in strategic phone calls, providing guidance on proposal budgets and providing administrative support as necessary.
 - *Program Strategy Design & Development*: Develop, maintain and update key program design documents such as Indicator Tracking Tables, and the logic model.

Skills Required

- strong oral and written communication skills, including editing skills
- direct experience acquiring or managing grants from US Government agencies, institutional foundations or major individual donors preferred. Proven experience effectively managing projects of varying scopes and sizes, and successful resolution of implementation challenges
- effective communicator of concepts, practical activities and programmatic objectives in simple, clear language appropriate to the audience
- comfort working in teams as well as acting independently in the implementation of specific tasks, prioritizing, working under pressure and meeting deadlines
- agility with software applications including Word, Excel, PowerPoint
- ability to work and communicate with a diverse group of people of various nationalities and cultural backgrounds
- general knowledge of business terms, basic mental health and economic development is highly desirable.

Interested? Please send CV to Dorothy Taft, Executive Director
dorothy.taft@marketproject.org