



Program Management Associate, International Development

About this Job

GeoPoll, the world's largest mobile surveying platform working in the developing world, is looking for a Program Management Associate to join its Washington, D.C. team to support the implementation of our international programs. The Program Management Associate will be focused on assisting managing a program's life cycle; US government compliance, and financial management. They will be part of a small international development and relief team that is responsible for implementing dynamic survey research and development initiatives. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of international development and relief clients with the ability to adeptly manage and execute on diverse responsibilities within an exciting, fast-growing, start-up environment. To apply, please email a cover letter and resume to jobs@geopoll.com with the job title in the subject line.

Responsibilities

- Assists managing relationships with current and potential clients in the International Development & Relief portfolio.
- Leads administrative and operational tasks related to design, planning, reporting, as well as financial and program management.
- Coordinates with internal teams to establish project work plans and timelines for projects and executes deliverable submissions for client projects.
- Assists program management team to be successful in meeting contractual and program requirements.
- Organize program documents and ensures program management organizational processes are fulfilled.
- Help the wider program management team think strategically about GeoPoll future development, growth, and expansion in new markets and sectors with the ability to solve problems independently.

Requirements

- Minimum 2-4 years of experience in a program/project coordination or survey research.
- Demonstrate a positive, helpful demeanor with a passion for program management and survey research.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Willingness to be fulfill tasks related to all aspects of a program / project's lifecycle with an emphasis on administrative tasks.
- Excellent communication skills, including an ability to communicate effectively with clients and to various internal departments related to design, planning, financial management, sales, data processing, marketing and third-part services.
- Have advance problem solving skills and experience finding solutions for complex projects.
- Familiarity working with development agencies and working with people of different nationalities and backgrounds.



- Must be an independent, self-starter with the ability to take direction from the Director of Program Management as well as set self-priorities.
- A Bachelor's degree in a social science, business administration or similar fields is required.
- Advanced experience with Microsoft Word, PowerPoint and Excel required.

About GeoPoll

Since 2012, GeoPoll has been a leader in providing affordable market research from areas of the world that are difficult to access with traditional methods. We conduct more than 7 million surveys per year through the mobile phone for international multilateral donors, host governments, NGOs, research agencies, commercial clients, and media groups. GeoPoll facilitates projects that provide critical data for companies and development assistance organizations that provide insight on resources, living conditions, and aid, as well as measure the ROI of advertisements, assess customer satisfaction, and more.