

## **Program Manager (Latin American and the Caribbean), International Development & Relief Job Description**

GeoPoll, the world's largest mobile surveying platform primarily in Africa, Asia, and Latin America, is looking for a Program Manager to join its Washington, D.C. team to support the implementation of our international programs in Latin America and the Caribbean. The Program Manager will assist 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 be a fluent Spanish speaker who has 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](mailto:jobs@geopoll.com) with the job title in the subject line.

### **Responsibilities**

Under the leadership of the Director for Program Management directly manages relationships with current and potential clients in the International development and relief portfolios including but not limited to:

- As assigned by the Director of Program Management, independently manage a portfolio of research projects including the administrative and operational tasks related to design, planning, and output based on program requirements.
- Work directly with clients to provide insights, recommendations and usages of collected data to benefit programmatic activities and overall program objectives.
- Coordinate with internal teams to establish project work plans and timelines for projects and executes deliverable submissions for client projects.
- In close collaboration with the Director, ensures the success of the program management team in meeting contractual and program requirements.
- Organize program documents and ensures program management organizational processes are fulfilled.
- Utilize cross-functional collaboration skills to manage the inputs and support of internal technical departments, including review of technical inputs related to design and feasibility or project management.
- Review, engage and monitor viability of externally outsourced data analysis and reporting capacity.
- With the Director and wider program management team, thinks strategically about GeoPoll's future development, growth, and expansion in new markets and sectors with the ability to solve problems independently.
- Offers progressive thought leadership which will include developing or co-developing academic articles, GeoPoll blog posts, and representing GeoPoll externally.

- In support of the Director's core role, assist to manage project financials to ensure maximum accrual and help track account payables for active portfolio.

### **Requirements**

- Minimum six (6) years of experience in a program/project coordination or survey research role.
- Fluency in Spanish, with experience in project management and client-facing roles in this language.
- 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 project management, client relationship development and advancement and survey research reporting requirements.
- 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 Masters degree in a social science, business administration or similar fields is preferred.
- Advanced experience with Microsoft Word, PowerPoint, Excel, and statistical analysis software.

GeoPoll is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications and merit. We encourage applicants who do not meet every listed qualification but may bring skills in related areas to apply.

### **About GeoPoll**

GeoPoll is a leading provider of remote research solutions, conducting over 10 million surveys per year through mobile-based methods in Africa, Asia, and Latin America. Working with partners including international development organizations, academic groups, and private sector companies, GeoPoll facilitates projects that measure vital indicators around the world.