Spark* Bangladesh.

Program Assistant

Position Title: Program Assistant
Reports to: Spark* Bangladesh CEO
Location: Dhaka
Length of Contract: 12 Months
Start date: January 01, 2017

About Spark*:

Spark* is the impact arm of YGAP. Spark* believes that Bangladeshi challenges are best solved with Bangladeshi solutions. We back early stage Bangladeshi impact entrepreneurs to take their social businesses from impacting less than one hundred people to impacting thousands. We currently support impact entrepreneurs in Kenya, South Africa and Australia. In 2015 we have launched our program in partnership with Build Bangladesh and accelerated 23 startups so far. Check out www.sparkinternational.org for more information.

The Kind of Person We Are Looking For:

We are looking for someone who can own the following roles!

- You are most likely to be a Bangladeshi. You understand your country, how things work and you are super passionate about seeing positive changes in Bangladesh. Spark* backs local leaders with local solutions, so our Bangladeshi Program Assistant is going to play a powerful role along with the CEO if they can propose and execute on local solutions!

- You can organise a workshop for five days and nights with fifteen brilliant emerging impact entrepreneurs.

- You can organise half day meet-up events with 30-50 entrepreneurs, ecosystem players and would be entrepreneurs.

- You are someone who backs up your words with action. You have worked with youth organisations or startups before and aware about the startup ecosystem of Bangladesh.
- You think local Changemakers rule. We believe passionately that local social entrepreneurs provide the best solutions to poverty, and you will love supporting the Spark* entrepreneurs as they grow their ventures.

- You are a player. Not in a bad way, but in an ‘I know lots of people and can connect Spark* Bangladesh to some amazing partners’ kind of way.

- You hate bureaucracy but you love systems. You are organised, and have a love for good processes!

- You will be super consistent, reporting clearly and as much as needed to the Spark* Bangladesh CEO.

Role Description:

The Spark* Bangladesh Program Assistant will be required to work with the CEO for the day-to-day management and reporting of the organisation. This position will play a valuable role in growing and developing the organisation into the future.

Specific Responsibilities:

- Support the CEO in the FIND and ACCELERATE phase of Spark* Bangladesh’s programs. (25%)

- Manage the SUPPORT for entrepreneurs (such as helping them apply for grant funding, liaising with skilled volunteers who provide support). (20%)

- Maintain relationships with major pipeline partners who can provide later stage support that we can connect our strongest entrepreneurs to. (10%)

- Engage with corporate, non-profit, government and media partners to support the growth of Spark* Bangladesh. (20%)

- Report to the CEO and together, ensure that the organisation meets the expectations, obligations and requirements of funding bodies and relevant authorities as well as the development and maintenance of systems to improve the efficiency and effectiveness of Spark* Bangladesh. (20%)

- Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark* Bangladesh and Spark* International. (5%)
Specific Objectives of the Role:

**Entrepreneur Engagement**

- Co-organise the Spark* Accelerators, including all logistics, media and communications relating to the event. This also includes responsibilities of the recruitment of entrepreneurs.

- Coordinate the Entrepreneur Support network, including the Facebook group, managing the logistics and communication for the network of entrepreneurs for a period of 12 months following the Accelerator and support thereafter.

- Assist in planning and organising field visits to various locations throughout Bangladesh to bring advice, support and monitoring to existing entrepreneurs and to undertake recruitment drives for future Spark* programs.

**Fundraising**

- Following up with corporate, non-profit, government and media partners to support the growth of Spark* Bangladesh.

- Support on other innovative forms of fundraising such as events, social businesses and local community engagement.

**Media and Communications**

- Draft media releases for relevant print, web and radio outlets and participate in media interviews as required.

- Oversee the strategic use of the Spark* Bangladesh website and social media accounts as required.

**Financial Management**

- Draft applications and proposals for grants, donations and other funding.

- Maintain compliance with the organisation’s funding agreements, including completing financial and narrative reports as required by donors.
Relationship Management

- Maintain relationships with potential and existing donors, stakeholders and/or partner organisations, including impact investors and pipeline partners.

- Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark* Bangladesh and Spark* International.

- Promote awareness of and the achievements of Spark* Bangladesh at a local, national and international level.

Administration

- Keeping the administrative systems running that ensure the smooth day-to-day operations of Spark* Bangladesh

- Understand and comply with all relevant legislation and guidelines as they apply to Spark* Bangladesh.

Benefits and Compensation:

Salary Package: 360,000 Taka per annum
Travel: All work-related travel is covered
Phone/Internet and Lunch is office provided.

How To Apply:

Please email shazeeb@sparkinternational.org with your CV, a link to your LinkedIn profile, and a cover letter explaining why you believe you would be a good fit for the role.