Spark* Program Assistant

Position Description

Position Title: Program Assistant
Reports to: Spark* Kenya Country Manager
Location: Nairobi
Length of Contract: 12 Months, with 3 month probation and intention to extend
Start date: September 06, 2017

About Spark* International:

Spark* is the impact arm of YGAP. Spark* believes that Kenyan challenges are best solved with Kenyan solutions. We back early stage Kenyan impact entrepreneurs to take their social businesses from impacting less than one hundred people to impacting thousands. We currently support impact entrepreneurs in Kenya, Bangladesh, and Australia.


Role Description:

The Spark* Kenya Program Assistant will be required to work with the Country Manager 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.

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 born and raised Kenyan. You understand your country, how things work and you are super passionate about seeing positive changes in Kenya. Spark* backs local leaders with local solutions, so our Kenya Program Assistant is going to play a powerful role along with the Country Manager if they can
propose and elf they have a deep understanding of the local context. 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 innovative organisations or startups before and are familiar with the startup ecosystem of Kenya.

- 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 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* Kenya Country Manager.

**Specific Responsibilities:**

- Support the Country Manager in the FIND, ACCELERATE, and SUPPORT phase of Spark* programs. (25%)

- Assist all entrepreneurs to apply for grant funding and other Spark* support. You will also follow up on funding and impact reporting from entrepreneurs (10%)

- Provide timely updates to the global Spark* team as directed by the Country Manager (5%)

- As directed by the Country manager, liaise with volunteers and partners who support entrepreneurs. You will also attend meetings and events as a representative of Spark*Kenya and YGAP. (10%)

- Undertake financial administrative tasks (10%)

- Polish communications, entrepreneur stories, beneficiary stories, and collect and report information for the YGAP communication team (20%)
• Report to the Country Manager 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* Kenya. (20%)

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 the country. You will bring advice, support and monitoring to existing entrepreneurs and to undertake recruitment drives for future Spark* programs.

• Ensuring the entrepreneurs are able to meet their deadlines of impact reporting and grant funding reporting.

Fundraising

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

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

• Supporting the Country Director to find the potential funding partners and providing the administrative support by compiling the necessary documentation for funding proposals.

Media and Communications

• Draft media releases for relevant print, web and radio outlets.

• Co-ordinate with the Graphics Designer in preparation of social media strategies and briefs.

Financial Management
• Prepare applications and proposals for grants, donations and other funding.

• Maintain compliance with the organisations’ funding agreements, including completing financial and narrative reports as required by donors.

• Support the Country Manager in ensuring that accurate financial records are maintained.

**Relationship Management**

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

• Assist in promoting the awareness of and the achievements of Spark* Kenya at a local, national and international level.

**Administration**

• Keep the administrative systems running that ensure the smooth day- to-day operations of Spark* Kenya

• Understand and assist the organisation in complying with all relevant legislation and guidelines as they apply to Spark* Kenya.

**How To Apply:**

Please email carol@sparkinternational.org with your CV and a cover letter explaining why you believe you would be a good fit for the role on or before **25th August 2017**.