Carter Center: Program Associate, Mental Health Program

Job Description
Primary duty is organizing, coordinating, and planning operational facets of a global program and its related activities which include, but are not limited to the following:

- Researching factors that may impact the success of the program, and working with individuals or groups to research and document program requirements in order to provide appropriate input.
- Monitors and reports progress of objectives and goals of the program.
- Develops promotional materials/venues, manages relational databases, and establishes/forecasts budget requirements.
- Develops work plans to accomplish objectives and monitors progress toward their achievement.
- Monitors expenditures and may prepare financial reports; may assist in identifying funding resources and developing fund-raising strategies and initiatives.
- Prepares operational and statistical reports to assist in effective decision-making.
- Conducts training, represents the program at international meetings and conferences, and networks with affiliated groups.
- May write or develop reports, speeches, briefings, newsletters, promotional materials, grants or other written materials related to the program.
- Conducts research and gathers accurate information to develop various publications.
- May plan, administer, or monitor the program's budget or related grants. May assist in developing and coordinating program-related conferences, conventions, or meetings.
- May supervise staff.
- Performs related responsibilities as required.
- This is not an administrative support position.

Minimum Qualifications
- Bachelor's degree in a field related to the program and two years of related experience or an equivalent combination of education, training and experience.
- Master’s degree in subject area relevant to program preferred (Public Health, Business, International Affairs, Social Sciences, Mental Health or other science discipline).
- Experience
- Experience working with NGOs and national ministries preferred.
- A diversity of international experience is a plus.
- Direct experience in social science and/or health programming, and experience with management, administration and strong problem-solving skills highly preferable.
- Must work well with others in a highly collaborative environment, be organized, and possess a high level of personal energy and positive attitude. Ability to learn quickly, be flexible, and adapt to challenges is essential.
Roles and Responsibilities

• Conducts research on, designs, implements, and coordinates Mental Health Program activities, including Liberia Initiative projects and in support of TCC’s global mental health activities.
• Reports to Assistant Director. Provides training, facilitates procurement, organizes, and oversees daily operations.
• Possesses the ability to adapt and be flexible with fluid environmental challenges.