



**Program Assistant
Boise, ID**

Clear Outcomes is a Boise based international development management consulting firm. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organization, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and data analytics. Clear Outcomes specializes in the health, governance, humanitarian, human-trafficking, and education sectors, but may support any development sector. Our clients include the United States and Canadian governments, universities, private sector businesses, multilateral development banks, foundations, and non-profits.

Responsibilities and Tasks

The Program Assistant will be supporting all of Clear Outcomes' work with clients. The Program Assistant will report to the CEO. Responsibilities will include:

- Provide administrative and logistical support to project teams, including consulting agreements, arranging travel, hotels, visas, and insurances for traveling team members
- Orient consultant team members to procedures for working with Clear Outcomes
- Facilitate communication/collaboration between consultants and clients
- Draft and edit documents and reports
- Monitor program budgets and reconcile expenditures
- Provide technical support such as administering surveys, analyzing qualitative or quantitative data, creating data visualizations, or conducting desk research
- Support proposal development, tracking opportunities and discussions with partners
- Help the company to establish clear standard operating procedures and policies
- Any other duties as assigned

Qualifications

- Bachelor's degree in International Relations, Political Science, or related subject (required)
- Excellent verbal communication and writing skills
- Strong organizational skills
- Ability to work independently in a non-typical office environment
- Cultural sensitivity and ability to work hours that suit clients or consultants in other timezones.
- Strong attention to detail
- Ability to follow through on multiple tasks in a fast-paced environment
- Willing to learn
- Familiarity with statistical software such as STATA, R, Tableau, DeDoose (preferred)
- Research experience (preferred)
- Coursework in international development preferred
- Work or study experience abroad preferred

Interested in global development? Want to help build something from the ground up? Looking for an opportunity to use all of your skills in a continually changing environment? Willing to stretch and learn? Join our growing team in Boise, Idaho.

To learn more about Clear Outcomes, please visit our website: <http://www.clearoutcomes.net>

Please email your CV in Microsoft Word format with the file called firstname_last name_ ProgramAssistant to info@clearoutcomes.net (For example Jane_Smith_Program Assistant.docx) – this will be the first indicator of your level of attention to detail.

Clear Outcomes is an EEO/AA/ADA Veterans Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Only selected candidates will be contacted for an interview. Please, no phone calls