



Programs Assistant, International Development

Position Summary

Big Bad Boo is a media company focused on inclusion and diversity in children's entertainment. The company's international development division produces edutainment and communication for social change focusing on social and emotional learning, psychosocial support, and literacy and numeracy for children and youth in conflict, post-conflict, and developing country contexts.

The Program Assistant works across all country programs to provide overall support with a range of tasks including report writing, proposal writing, research, scheduling meetings, coordinating with external contractors including translation and printing houses, and liaising with field partners.

This is a full-time permanent position ideally based in Toronto, Canada. BBB has a full-time work-from-home policy but does require occasional in-person meetings and events.

Key Responsibilities

Program Management

- Assists with the development of timely and accurate donor narrative reports in liaison with other team members and partners, ensuring reporting is submitted as per donor requirements
- Assists in the tracking of project workplans and timelines, including tracking project milestones and deliverables
- Assists with the management of contracts, agreements, and relationships with institutional donors, as required
- Assists in business development through the creation of presentations, program overviews, and other materials
- Contributes to the development and maintenance of program records and databases to document program-related learning
- Promotes and actively supports a culture of learning in the company
- Assists in research for new funding opportunities with institutional donors including GAC, USAID, UNICEF, EC and others
- Contributes to the writing and editing of high-quality funding applications for institutional donors
- Provides administrative support including scheduling meetings and filing

Requirements

Education

- Bachelor's degree in international development or related field or equivalent experience

Experience

- 1-3 years of project management experience in the international development and/or humanitarian sectors
- Demonstrable experience or interest in proposal writing with institutional donors including UNICEF, USAID, and others

- Knowledge of project management cycles and tools including performance management frameworks
- Demonstrable experience working remotely with teams in various countries and time zones

Skills and knowledge

- Excellent organizational skills with an ability to prioritize, work under pressure and manage multiple time-sensitive priorities
- Excellent writing and proof-reading skills
- Demonstrable ability to analyze challenges and propose workable solutions.
- Strong managerial and team building skills
- Technical skills in child-centered programming and/or international education, an asset
- Computer proficiency including strong MS Office skills
- Fluency in Spanish is a strong asset

To Apply

If interested, please send CV and cover letter to jobs@bigbadboo.com and include "Program Assistant" in the subject line.

Only those applicants selected for an interview will be contacted. No phone calls please.

Big Bad Boo is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability status, or age.

Application deadline: February 17, 2023

Approximate start date: April 1, 2023

About Us

With offices in Vancouver, Toronto, New York, and Europe, Big Bad Boo Studios is dedicated to producing and distributing kids' content that is inclusive, entertaining and high quality.

www.bigbadboo.com