The Role: Young 1ove’s mission is to connect youth to proven life-saving information. Our vision is to reach 1 million youth in Africa with multiple evidence-based programs. The Program Associate will be a part of a trailblazing team of Young 1ove staff who are committed to scaling up high impact education and health programming. Our health-education program, Zones, is an intervention that informs girls of the risks of older partners, including HIV, and empowers them with healthy relationship decision-making skills. This intervention has been proven to reduce teenage pregnancy, a proxy for unprotected sex and HIV, in rigorous randomized controlled trials (RCT) by 28%. In 2014, Young 1ove conducted a RCT reaching 343 schools in a third of Botswana. The results showed reductions in teenage pregnancy by 40%.

The Program Associate will be responsible for providing strategic support to the program to ensure its ultimate success. Additionally, they will support program management including; strategy development, people management, coordination of operations, programmatic thought leadership, partnerships, budgeting and reporting.

Primary Responsibilities:

- **Support carrying out programmatic strategy**: Contribute to the execution of a scale strategy, work plans and milestones.
- **Partnership management**: Liaise with and maintain healthy working relations with local programmatic stakeholders including government partners, CSOs, NGOs, academics, etc.
- **Grant applications and reporting**: Key contributor to grant applications, funder milestone reports and program related reporting.
- **Document and codify program related strategy, decisions, procedures, best practices and protocols**.
- **Support departments** and individuals to execute program activities with timeliness and quality, providing troubleshooting guidance when necessary.
- **Develop and iterate on field logistics plans** and execute with field teams.
- **Support Program Manager** to deliver on program vision and strategy internally and externally.

Qualifications and Characteristics:

- Bachelors’ or Masters’ degree.
- 3-5 years’ experience in project, partnerships and stakeholder and management
- Proven ability to manage projects, teams, problem solve and build and maintain relationships in a diverse environment.
- Ability to build systems and create structure from the ground up in addition to nurturing and innovating on existing systems.
- Self-starter who is proactive, organized and can propose effective solutions to complex problems, ideate and innovate.
- Strong people and communication skills.
- Adaptive, positive, resilient and a person who can get tough things done with a positive attitude.
- Willingness to learn, ability to balance having a strong set of skills and track record with an openness to feedback, learning, growth and collaboration among colleagues.
- Embodies Young 1ove’s values and commitment to the youth, evidence and scale.

Time Period: 3- year contract with potential for extension pending performance.
Location: Gaborone, Botswana (10% travel expected).