

Project and Research Assistant

Type – Full time, Salaried

Location- Alexandria, VA

Reporting – Business Operations Manager

Position Overview

Nascent Solutions, Inc. (Nascent) is seeking a dynamic Project and Research Assistant to support the organization's business operations and project activities. The incumbent will serve as the project coordinator for development, research and project activities and will work closely with management and operations teams.

Company Details

Nascent is an African women-led international development organization founded in 2004 with a mission to harness the creative entrepreneurial skills of target beneficiaries and strengthen their capacity to champion the development agenda of their communities. In the last 17 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, visit: www.nascents.org

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Project and Administrative Support (50%)

- Provide cross support to management and technical teams.
- Coordinate the planning, organization, and execution of research-based projects.
- Assist with administrative outreach and coordination for meetings, calls, and communications.
- Provide oversight of project coordination, monitor and adjust project timelines, and communicate upcoming deadlines and priorities.
- Respond to ad hoc requests for policy support, prepare fact sheets, briefing notes for internal and external trends, and other project needs.
- Other administrative duties as assigned.

Research Assistance (50%)

- Research, review, compile, and process data and information on a broad range of topics as related to the project.
- Review and organize relevant research, data, and documents from various sources, including electronic databases, web, libraries, government and supporting documents.
- Provide support on analytical reviews and summaries of existing literature pertinent to assigned topics; compile and organize reference materials into bibliographic form and summaries; maintain electronic bibliography files in a manner consistent with norms of the field.
- Support communications and programs teams with research for logistical assignments.
- Write summary reports, briefing memos, and bibliographies; synthesize research and assist with drafting, editing, and/or proofreading concept notes, memos, briefing documents, and reports.
- Contribute content for blogs, summarize current events, debates, policy analysis, and research relevant to industry, programs, and projects.

- Participate in relevant conferences, meetings, and briefings with donors and partner organizations, and serve as a project liaison and note-taker; write summary reports, as necessary.
- Other research assistance duties as assigned.

Required Skills, Qualifications, and Attributes

- Bachelor's degree in journalism, international development, or related discipline.
- 3-5 years of experience in writing and researching for technical proposals for major donors and business development, preferably with USG awards (USAID, State Dept, USDA).
- Experience in general office, clerical and administrative support work preferred.
- Ability to identify new business development opportunities.
- Knowledge of US government award mechanisms and procurement rules and regulations.
- Highly self-motivated and autonomous with the ability to work with little guidance.
- Have a track record of successful capture management across organizations and programs at a variety of acquisition dimensions.
- Strong skills with Microsoft Office Suite, knowledgeable of PC-based word processing, spreadsheet, presentation, and database applications and demonstrated ability to use the internet as a research tool.
- Technical writing and proposal development experience in the NGO sector is a plus.
- Knowledge of and networks within the international development community.
- Excellent oral and written communication skills with a proficiency in English.
- Exceptional time management and writing skills with the ability to deliver under tight deadlines.
- Willingness and ability to undertake a broad range of tasks as necessary in a small, growing organization.
- Ability to communicate effectively in multidisciplinary and cross-cultural teams.
- Ability and willingness to travel internationally.

How to Apply

To apply, please submit a cover letter that articulates how the applicant meets the qualifications as well as a CV, and salary requirement to recruitment@nascent.org. **Please include "Project and Research Assistant" in the email subject line.** CVs without cover letters will not be considered, and only shortlisted candidates will be contacted. Closing date for applications is **May 31, 2021**. *Salary commensurate with experience.* Current work authorization in the United States is required.

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.