



Title: Field Operations Fellow
Reports to: Field Operations Officer
Projected date of hire May 15, 2014

Position Purpose

The Lwala Community Alliance (LCA) is a dynamic non-profit health and development agency delivering programs in healthcare, education, and economic development in rural Nyanza Province, Kenya. The mission of the organization is to build the capacity of the people of the Lwala area to advance their own comprehensive well-being. In the last 6 years, the young organization has experienced rapid growth in programs, funding, and public platform. Most notably, the Lwala Community Hospital has tripled in size and now serves more than 3,000 patients a month; the Kenyan team has grown from 7 to 160; and the education program is reaching out to 13 schools in the region. In the U.S. the organization has received notice through the Clinton Global Initiative, ABC World News, CNN, and the film Sons of Lwala, which documents the program founding. For more organizational information please visit: www.lwalacommunityalliance.org

Newly energized by recent program success in Kenya, the Lwala Community Alliance is seeking an organized, systems thinking Field Operations Fellow to work onsite in Kenya to facilitate planning and monitoring of grant funded projects and support the development, maintenance, and growth of the organization's monitoring and evaluation system. Secondly, the Filed Operations Fellow will play a role in coordinating Lwala-based experiences for visitors of current partner organizations. Located in the organization's rural Kenya site, the Field Operations Fellow will report directly to the Field Operations Officer. This position is ideal for someone interested in rural field experience, partner relations and monitoring and evaluation.

Key Responsibilities

Strengthening the organizational monitoring and evaluation system

1. Assist Monitoring and Evaluation Officer and Field Operations Officer in creation and monthly updating of reporting processes for existing and new programs.
2. Assist Monitoring and Evaluation Officer and Field Operations Officer to maintain and improve the organization indicator dashboard and other M&E tools
3. Assist with grant reporting as needed
4. Build the skills of the Kenya staff to capture stories and relevant program news to share with partners and potential donors
5. Provide support for any new technology initiatives and manage implementation efforts as requested (I.e. mHealth, eHealth, eReaders, iPads)

Assisting in partner relationships in Kenya

1. As needed, assist the Executive Director, Kenya Program Director, and Field Operations Officer with cultivating new partner relationships and maintaining current relationships
2. Manage Lwala-based logistics for visiting partners including developing schedules for time in Lwala, setting up meetings and activities, and facilitating tours.
3. Facilitate graduate student intern opportunities and immersion courses in Kenya, including orientating, managing students' schedules, and providing reflection.

Planning and implementation of grant funded projects

1. As assigned, assist the Field Operations Officer and Deputy Program Director to coordinate information and input from Kenya staff to inform proposal development, including creation of program budgets, work plans and revisions of grant proposals.
2. Once funded, assist Field Operations Officer and Deputy Program Director to organize the planning, initial implementation, hand off to program staff, and ongoing grant support.
3. Assist Monitoring and Evaluation Officer and Deputy Program Director to develop and implement tools and data collection mechanisms required for new grants.
4. Communicate with Field Operations Officer concerning statistics for reporting.

Position Requirements

Education: Bachelors degree in relevant field required. Masters degree a plus.

Skills and Experience:

- Experience living and working/volunteering in a low resource setting, preferably in Africa.
- Experience developing proposals, reports and tracking outcomes for multiple teams.
- Experience engaging stakeholders in NGO, government, and donor community
- Ability to take initiative; a highly motivated self-starter with desire to make a difference
- Excellent cross-cultural communication skills - ability to communicate clearly and effectively with people from East Africa and from the U.S. in person and at a distance.
- Strong organizational skills, attention to detail and competence in documenting all work
- Ability to prioritize and effectively complete multiple tasks with varying deadlines
- Adaptability to challenging living and working conditions
- Proficiency in Microsoft word, PowerPoint, and Excel
- Ability to travel and work evening and weekend hours.

Critical Qualities:

- Commitment to serving the needs of the people of Lwala
- Commitment to receiving direction and wisdom from communities in Kenya and the U.S.
- Respect for community ownership and willingness to work alongside board of villagers
- Resourcefulness, creativity and strong problem-solving skills.
- Demonstrated interest in international development and justice issues.

To Apply

Please address letters to LCA Executive Director James Nardella and send to info@lwalacommunityalliance.org

- Current resume and letter of Interest detailing work experience in the developing world.
- Include 3 References with email and phone information
- Applications will be accepted until the position is filled; target date for hire is immediate

This is a 1-year contract, with the possibility of extension.

- Role requires living in Kenya for 12 months. Round-trip travel to Kenya and visas will be covered by the organization.
- International Health insurance will be covered by the organization.
- Stipend will be \$1,200 a month plus expenses for food, housing, and work travel.
- 10 paid vacation days per year in addition to approved national holidays.
- One working round-trip to the U.S. will be covered by the organization at mid-year