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## Position Description

**Project:** Andes Amazon Fund

**Position Title:** Program Associate

**Location:** Washington, D.C. preferred, with remote option available initially

**Reports to:** Program Officer

**Hours per week (average):** Full-time, (40 hours)

**Overtime Status:** Exempt

### Position Summary

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The Andes Amazon Fund (AAF) is looking for a Program Associate to contribute to its grantmaking efforts to support our partner organizations' work in creating and sustaining protected areas and securing Indigenous land recognition in South America's Andes-Amazon region (read more at <http://andesamazonfund.org>).

We are looking for a person who will be excited to provide administrative and operational support to AAF's team and our grantee partners. This dedicated and detail-oriented individual will become an integral part of our small and passionate team. A high desire to learn more about the context of AAF's programmatic strategies is essential to being successful in this role.

The Associate must possess strong organizational skills and be motivated to develop a thorough understanding of AAF's administrative functioning and grantmaking processes, while being able to problem-solve in coordination with the AAF team. It will also be important for the Associate to have a solid understanding of the dynamics of working in an international context, where both patience and mutual respect will be fundamental principles for their day-to-day responsibilities. This is a great opportunity for a motivated early career professional to gain valuable experience in the field of conservation, protected area creation and management, Indigenous land recognition, philanthropy, and project management.

### Responsibilities and Tasks

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*Program administration support to AAF leadership and program team (~85% of time):*

- Provide administrative support for AAF projects, such as processing project no-cost extensions and grant amendments in coordination with AAF colleagues and our fiscal sponsor.
- Aid AAF grantees and new applicants as needed to understand our guidelines and project requirements. Encourage grantees to submit renewal proposals in a timely manner.
- Help maintain the AAF programmatic and grant management data, ensuring tracking sheets remain up to date as projects move through their respective timelines.



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- Learn to provide input during the AAF grant proposal review process as requested by colleagues (ensuring that proposal guidelines were followed, that there is internal consistency, etc.).
- Support project monitoring by processing and filing grant reports while following up with grantees if needed to ensure required deliverables are collected.
- Participate in meetings with grantees along with AAF colleagues to learn more about project implementation, monitoring, and administration.
- Assist the AAF team in standardizing and organizing its internal processes to help streamline its grantmaking and reporting.
- Support colleagues in contracting or submitting payments for vendors and service providers as necessary.
- Assist with logistics for AAF events – such as coordinating with the AAF team to plan and carry out in-country grantee workshops and annual institutional strengthening workshops.
- Be available to travel internationally several times per year – accompanying AAF colleagues for events such as in-country workshops and retreats as well as other relevant events.
- Execute other duties as needed to help AAF fulfill its mission.
- Complete required timesheets.

*Assist Andes Amazon Fund's communications efforts (~15% of time)*

- Support AAF's efforts to tell the stories of the important work being carried out by our grantees by drafting and reviewing/editing posts in coordination with the AAF Communications Coordinator and program team. The Associate will be encouraged to explore different topics of thematic interest within AAF's project portfolio to fulfill this responsibility.

#### **Education, Experience, Knowledge, Skills and Ability**

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- Bachelor's degree (preferably with focus on Environmental Conservation or International Development) required with 3-5 year of relevant work experience; or master's degree with 1-3 years of relevant work experience.
- Demonstrated experience in administrative tasks or project management is required.
- Fluency in Spanish, with strong speaking, writing, and editing skills in both English and Spanish required.
- Strong attention to detail is essential.
- Demonstrated ability to prioritize work and meet deadlines.
- Required technical skills: Microsoft Word, PowerPoint, Excel, and Google suite of tools.
- Must be willing to travel internationally up to 10% of the time.
- Current legal eligibility to work in the U.S. required.

#### **Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability**

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- Demonstrated interest in and knowledge of biodiversity conservation, protected areas,



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Indigenous rights, or the Amazon region is strongly preferred, as is experience living or working in Latin America.

- Experience in supporting workshop or event planning is also a plus.
- Ability to work well in a (partially) remote work environment with a small team.
- Common sense, flexibility, and teamwork skills with the ability to exercise independent judgment.
- Excellent interpersonal skills and the ability to work with people in a multicultural environment with sensitivity and respect for partners and colleagues from diverse backgrounds. A positive attitude is essential along with a capacity to remain calm and adaptable in a dynamic work environment.
- Knowledge of how to use presentation applications such as Canva is a plus, as well as interest in exploring how Artificial Intelligence tools can help streamline AAF's work is highly desired.

### How to Apply

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Please send a cover letter, resume including the names and contact information of three references to: [careers@andesamazonfund.org](mailto:careers@andesamazonfund.org) with the position title in the subject line. Applications will be considered on a rolling basis, so interested applicants are encouraged to apply soon.

### Compensation and Benefits

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**Salary range:** \$50,000-\$68,000 for full time, depending on experience and location

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 160 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

### Hiring Statement

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Andes Amazon Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.



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**E-Verify:** NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.