



PASS

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Job Title

Senior Humanitarian Associate (SHA)

Alexandria, VA

PASS, LLC is a flexible public policy and humanitarian agency partnering with a variety of stakeholders at the local, national, and international levels to achieve shared goals. PASS and its partners provide healthcare and nutrition programs, emergency response and other interventions to communities that have been hardest hit by conflict and/or natural disaster.

We invite applications from experienced and talented individuals to fill the Senior Humanitarian Associate (SHA) position. This position will be based near Washington DC in historic Old Town Alexandria, Virginia. The SHA position may require travel to the communities PASS serves in the Middle East, Central America, Africa and elsewhere.

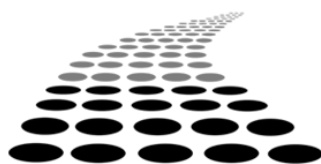
General Accountabilities

The SHA will work closely with PASS stakeholders and clients to manage the implementation of projects and meet stated programmatic, administrative and optional goals. This will include collaboration with a variety of partners with the ability to work across cultures as part of a multinational team.

General Accountabilities

- Monitor, collect and analyze information pertaining to the provision of nutrition, primary health and other health and wellness programs as well as the humanitarian events and response efforts, and draw upon that information to draft, edit, format, and disseminate a wide range of internal and external information products.
- Disseminate /produce a wide range of public and internal information products including but not limited to, fact sheets, talking points, memos, PowerPoint presentations, briefing materials, case studies, proposals, concepts notes, white papers, OpEds, and other correspondence.
- Document the number of information materials disseminated internally and externally.
- Manage the websites, social media and direct response programs. Partner with experts and external consultants to insure efficient implementation processes.
- Issue press releases and handle media relations.

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- Manage various events both in the United States and elsewhere, as well as fundraising and special events.
- Support in-country teams and participate in field assessments, meetings, and site visits as needed.
- While supporting media appearances of the President, Chief Executive Officer, Chief Medical Officer and/or other client's team members, the SHA will serve as a focal person on all communications including managing journalists and photographers visiting program areas to ensure consistency in branding as well as internal and external communications.
- Create and manage Dashboards and other strategic communications assets to maintain up-to-date information, descriptions, photos & videos, testimonials, and other resources about each PASS engagement.
- Work across the PASS ecosystem as well as with various teams, communities and beneficiaries to accurately represent their needs, experiences and feedback externally and internally.
- Support reporting on humanitarian situation and response by PASS and its various partners and stakeholders.
- Develop and maintain constant and good contacts with other humanitarian partners.
- Promote the effective use of different information system, including the production and dissemination of situation reports, newsletters, infographics, maps, and application tools.
- Build the capacity of the program staff on effective communication.

Job Qualifications

- University degree in related field. Graduate degree preferred.
- Over five (5) years of professional experience in communication and technology-based activities, including the development of information systems with interest and understanding of current humanitarian trends and issues.
- Experience of working in emergency start up situations (desirable).
- Qualified candidates should possess excellent writing, editing, and verbal communications skills and have exceptional attention to detail.
- Excellent writing, editing, and verbal communication skills and good working knowledge of another or other languages (desirable).
- Experience in both still and video photography.
- Experience in training/capacity building.
- Public speaking skills.
- Demonstrated ability to work well with others.

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- Self-motivated and ability to prioritize large amounts of work while under pressure.
- Advanced computer literacy in word processing and communications tools.

To apply, please send your resume and cover letter to info@pass-usa.net with the subject "Senior Humanitarian Associate".

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1101 KING STREET UNIT 360 ALEXANDRIA, VA 22314 USA ▪ +1 (202) 618-3507 ▪ PASS-usa.net ▪ info@PASS-usa.net