



**Role Title:** Graduate Trainee

**Reporting to:** Head of Function (Program; Network Growth and Engagement and Fundraising and Development)

**Location:** Home Office/Virtual

### **Position Summary**

The Alliance For Women and Girls seeks passionate and driven recent graduates to join our Graduate Trainee Program. This position is ideal for recent graduates who are eager to start their career in nonprofit management, women's advocacy, or social services. The successful candidate will contribute to projects, support our ongoing initiatives, and gain valuable experience in a dynamic and supportive virtual environment. You will gain hands-on experience in various departments, actively participating in daily operations and contributing to executing significant projects.

As a Graduate Trainee, you will collaborate closely with team members, allowing you to develop a robust set of skills including project management, effective communication, and critical problem-solving. While making meaningful contributions to our organization's mission-driven work. This role is an excellent opportunity to build your professional portfolio while making a significant difference in supporting our mission to empower women and girls. Each graduate trainee will have the opportunity to specialise by choosing to work within one of three distinct teams: ***Programs Team, Network Growth and Engagement Team, or Fundraising and Development Team***. Each team is dedicated to strategic areas vital to our mission of empowering women and girls. This structure allows trainees to focus their efforts and develop expertise in their chosen area of interest.

### **Apply Now**

Ready to make a difference? Apply by 3 May 2024 to join our next cohort. Apply [here](#).

### **Responsibilities include but not limited to:**

#### **1. Network Growth and Engagement**

- a. Assist in developing and implementing strategies to expand the network by identifying potential new members and enhancing engagement with existing ones, under the guidance of more experienced team members.
- b. Support the coordination and organisation of virtual events and webinars, managing aspects such as registrations, and technical setups, and ensuring smooth operations from start to finish.
- c. Help facilitate post-event follow-ups, including participant feedback collection and event effectiveness analysis.
- d. Actively engage community members and stakeholders through digital channels such as social media, forums, and newsletters, always under the supervision of senior staff.
- e. Collect and analyze community feedback to better understand stakeholder needs and preferences, contributing to the team's efforts to tailor communications and engagement strategies.

- f. Perform necessary administrative tasks to support the team's activities, including managing digital records and preparing engagement activity reports.

## **2. Fundraising and Development**

- a. Assist in the creation and execution of fundraising campaigns specifically designed to support initiatives focused on women's education, health, and rights, working under the direction of experienced team members.
- b. To ensure smooth operations, support the development team in tasks such as grant writing, researching potential donors, and maintaining an updated donor information database.
- c. Help organize fundraising events, including virtual galas and awareness campaigns, by coordinating logistics and promotional activities.
- d. Contribute to creating engaging content for fundraising materials, such as newsletters, donor updates, and campaign summaries, to effectively communicate the impact of our work.
- e. Perform essential administrative duties to support the fundraising and development activities, ensuring all efforts are well-coordinated and documented.

## **3. Programs**

- a. Assist in planning and executing programs that AFWAG runs.
- b. Support research efforts on relevant topics, help compile findings, and prepare advocacy materials to influence policy and public opinion.
- c. Collaborate with program managers and other team members to assess various initiatives' effectiveness and identify potential improvement areas.
- d. Perform administrative support tasks for programs, including data management, scheduling, and maintaining comprehensive digital records to ensure all program activities are well-documented and organized.
- e. Undertake other necessary administrative duties to ensure smooth operations and support the overall goals of the program team.

### **Experience/Knowledge/Skills/Abilities**

- Educational Background - Bachelors or Masters Degree
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and projects with attention to detail.
- Proficient in digital communication tools (e.g., Zoom, Slack, Microsoft Office Suite, social media platforms).
- Demonstrated interest in gender issues, women's rights, and advocacy desirable but not a must.
- Effective team player with the ability to work independently in a virtual setting.
- Highly motivated and committed to the values and objectives of The Alliance for Women and Girls.
- Innovative thinker with a proactive approach to problem-solving and project management.
- Eager to learn and adapt in a dynamic and fast-paced environment.
- Demonstrable entrepreneurial mindset.



### **Program Structure**

- The program will run for 12 months, starting from July 2024. This period offers ample time for in-depth learning and hands-on experience in various aspects of our work.
- Each trainee will be paired with a staff member who will offer guidance, support, and insights into the organisation's workings. This mentorship will be a crucial aspect of the trainee's professional development, offering personalised advice and feedback.
- Trainees will access mentorship opportunities focusing on career development, including topics such as resume building, interview skills, and networking strategies. These sessions aim to prepare trainees for future career opportunities, both within and outside the organisation.
- Final Project Presentation Towards the end of the program, trainees will be required to present a capstone project or a detailed report of their learning and contributions. This presentation will be an opportunity to demonstrate their understanding and the skills they have acquired during the traineeship.

### **Apply**

Please fill in the application form [here](#) by the 3<sup>rd</sup> of May 2024 at midnight CAT.