



Restoring Dignity,  
Inspiring Change.

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## ***US Liaison Office Program Support Associate***

### **Overview**

ICMC is an international Catholic organization with a mission to serve and protect uprooted people including refugees, internally displaced persons and migrants, regardless of faith, race, ethnicity or nationality. ICMC responds to the challenges of people on the move and their communities, implementing and advocating for rights-based policies and durable solutions through our worldwide membership of Catholic Bishops Conferences, and alongside government and non-governmental partners. While the ICMC headquarters is located in Geneva, Switzerland, ICMC has a liaison office in Washington, DC and a development/fund-raising office in Boston, Massachusetts, and provides direct services and/or deploys protection specialists to over 40 countries around the world.

### **Job Description**

ICMC's US Liaison Office is seeking a Program Support Associate to contribute to its research and monitoring of key trends and areas of concern to inform strategic directions, as well as to support new project development and administrative tasks. This position provides the opportunity to contribute to an international NGO working to address migrant and refugee concerns through programming, global advocacy, and network building in partnership with other migrant and refugee-serving organizations, applying analytical, organizational, communication and strategy skills. The ideal candidate will be a self-starter who is collaborative, passionate about the concerns of displaced populations, and a strong communicator.

**Reports to:** Head of US Liaison Office

### **Responsibilities:**

- Monitor and identify ongoing and new funding opportunities
- Assist with the preparation of reports, funding concepts and proposals
- Research specific areas of interest (technical and/or geographic areas)
- Attend coalition and/or relevant thematic meetings, taking notes and reporting back to inform strategy development; develop systems to track reflection on trends and directions
- Respond to information requests and inquiries, including to affected populations to provide referrals
- Other duties as assigned

**Timeline:** Applications will be accepted on a rolling basis until filled; priority deadline is August 15, 2022.

**Qualifications:**

- Graduate degree in social work, international development, or other related field preferred; strong candidates with bachelors and field experience will also be considered
- Strong organizational skills
- Outstanding communicator with demonstrated ability to listen, write and speak effectively
- Self-starter
- French and/or Spanish language proficiency preferred
- Basic understanding of, and respect for, the Catholic Church-related values and principles underlying ICMC's humanitarian and advocacy activities

**TO APPLY:** Submit your resume and cover letter to [usliaison@icmc.net](mailto:usliaison@icmc.net), subject: "ICMC Program Support Associate."

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*ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.*

*ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.*

**DATA PROTECTION**

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.