

Title Position: Program Officer

Scope: Full-Time

Reports to: Program Manager, Collaborative Impact

## **Description**

We are looking for a doer who is detail-oriented and passionate about making a difference in Puerto Rico. The Program Officer will serve as an informational resource and liaison to key staff and the Board of Directors in programmatic compliance matters. This person will provide analysis, post-award support services, and oversight to ConPRmetidos' partners to ensure compliance with grant-specific requirements. Additionally, they will support the Program Manager, Program Officer, and other team members in executing the Collaborative Impact Program and securing operational and programmatic funding through grant writing.

## **Qualifications**

- 1-3 years of experience
- Bachelor's degree
- Working knowledge of the government and/or nonprofit sectors in the following areas: administration, grants management, legal, financial, program management, and/or compliance
- Excellent verbal and written communication skills in both Spanish and English
- Availability to work full-time
- Sufficient flexibility and ability to travel throughout communities across Puerto Rico
- Proven capacity to solve complex challenges with a positive attitude
- Good research skills

## **Essential Responsibilities**

### **A. Program Management and Coordination:**

- Support the Collaborative Impact Program Manager in the execution of the program's objectives and projects
- Assist in the coordination and execution of programmatic events
- Develop procedures to meet organizational needs and objectives in the programmatic area
- Collaborate in the drafting of detailed project plans to schedule key project milestones, workstreams, timelines, and activities, paying close attention to deadlines to ensure ConPRmetidos meets internal goals
- Coordinate relationships and communications with all stakeholders, ensuring service is delivered to their satisfaction

- Guide program participants through processes, address communication issues and review expectations
- Assist with any other programmatic tasks required by the team

## **B. Compliance:**

- Collaborate in the creation of internal controls and procedures to supervise and guarantee the organization is always in compliance with local, state, and federal requirements
- Ensure recipient monitoring procedures are compliant with applicable regulations and are consistent with sound business practices
- Conduct routine compliance reviews of grant-making functions
- Monitor recipient compliance with applicable regulations and the requirements of their agreements through site visits, audits, and other mechanisms applicable to monitoring
- Recommend actions necessary to resolve issues/concerns
- Collaborate in the creation of internal controls and procedures to meet all the compliance criteria required by foundations, corporations, and other private donors
- Assist in preparation for external monitoring visits, reviews, audits, and cross-site evaluations, and participate as appropriate

## **C. Reporting:**

- Track progress, analyze data, and provide regular reports
- Compile and analyze quantitative and qualitative data to prepare external and internal reports
- Draft reports for ConPRmetidos' Board, including essential documentation for Collaborative Impact Committee meetings
- Establish and maintain electronic and hard copy files for each funded project to be used for tracking and reporting purposes
- Review program-related correspondence and ensure proper records are retained
- Collaborate in the submission of all the information requested from major donors (foundations, individuals, and corporations) and funding government agencies in a responsible and timely manner
- Work closely with the organization's accounting and legal resources to prepare and/or review information and reports for all stakeholders
- Collaborate closely with the Communications Lead and the Executive Director to regularly provide the information necessary to communicate ConPRmetidos' work, progress, and ongoing impact