



## Senior Associate, Knowledge Management and Strategic Communications

### Job Description

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<b>Job Title:</b>	Senior Associate, Knowledge Management and Strategic Communications (KM/SC), MIHR
<b>Level and Grade:</b>	Senior Associate   Grade 60
<b>Job Type:</b>	Full Time
<b>Reporting Manager:</b>	Knowledge Management Lead (within MIHR) and Communications Lead (within Corus)
<b>Department:</b>	MOMENTUM Integrated Health Resilience (MIHR)
<b>Office:</b>	HQ – Washington, DC
<b>Date:</b>	October 1, 2022

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#### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

#### About MOMENTUM Integrated Health Resilience:

MOMENTUM is a suite of innovative awards funded by the U.S. Agency for International Development (USAID) to holistically improve voluntary family planning and maternal, newborn, and child health services in partner countries around the world. One of these awards, MOMENTUM Integrated Health Resilience, is held by Corus International as the prime contractor, and focuses on strengthening health resilience in fragile settings. The project seeks a KM/SC Coordinator for a full-time position, starting in October 2022 and going through the end of the project contract in May 2025, to support implementation of KM, communications, and learning activities and Core and country levels.

## **Job Brief:**

### **Position Summary:**

The Knowledge Management and Strategic Communications Coordinator will support implementation of knowledge management, communications, and learning activities at Core and country levels. The position will work with technical, programmatic, and monitoring, evaluation, research, and learning (MERL) staff to document programmatic interventions and share information and lessons internally and with the broader global health community through technical briefs, webinars, and other technical products.

### **Key Result Areas (KRAs):**

The success of this role is measured by the following KRAs:

- Timeliness of work; ability to meet deadlines
- Overall ability to communicate effectively and efficiently
- Development of high quality knowledge products (briefs, webinars, etc.)
- Ensuring MIHR knowledge products and communications messages reach intended audience.

### **Roles and Responsibilities:**

- Support development and implementation of country-level KM, communications, and learning plans.
- Support development of standard operating procedures, guidance documents, and capacity building tools related to KM, communications, and learning.
- Support KM Lead, Communications Lead, and Technical Team members with documentation and dissemination of project learning through technical briefs, reports, and other written documentation as well as webinars and other events.
- Assist in developing content (blog posts, news items, web pages, social media etc.), including content research and writing, for internal and external channels, platforms, and websites and ensure MIHR content is current across all platforms.
- Provide logistical support for MIHR presence at international conferences and other in-person opportunities.
- Provide support for web-based conferences (e.g., Teams, Zoom, and Google Meet), including organizing, invitations, notetaking, recording, and posting of notes & recordings.
- Track development of knowledge products and knowledge sharing events along with other reporting needs.
- Track development of communication products, along with other reporting needs.
- Coordinate with country offices in different time zones to develop content and follow up on progress.
- Other duties as assigned.

### **Supervisory:**

- This role reports to MIHR's KM Lead
- This position is not expected to supervise any staff

### **Education:**

- Degree in related field/discipline (public health, communications, international development, etc.)
- At least three (3) years of experience related to KM, communications, and/or learning in global health, international development, humanitarian response, or related field
- French skills (written and oral) preferred

### **Qualifications:**

- Previous experience with USAID global health projects desired
- Strong written and oral communication skills
- Strong skills with Microsoft Office Suite (i.e., PowerPoint, Word, Excel)
- Familiarity with SharePoint or comparable platforms

- Strong organizational and interpersonal skills
- Flexibility and ability to adapt to changes quickly.

Candidates must be authorized to work in the United States.

#### **Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change over time. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

#### **Working Conditions, Travel and Environment:**

This is designed as a remote position, although availability for occasional visits to the project office in Washington, DC, is a major plus. There is a slight possibility of international travel. Travel may be to countries that are experiencing political instability and have poor infrastructure, including poor road conditions, limited amenities, and poor housing accommodations.

#### **Diversity, Equity, Inclusion and Zero Tolerance to Abuse:**

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

<p><i>Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.</i></p>
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