



Program Associate

The University of Notre Dame's Keough School of Global Affairs is looking for outstanding candidates for a **Program Associate I** position supporting its AIM for Scale program. This is a remote (U.S based) limited term grant-funded position expected to run through September 30, 2029.

About the Organization

The **Keough School of Global Affairs** is a leading academic institution dedicated to addressing the world's most pressing global challenges through research, teaching, and policy engagement. Home to a diverse community of scholars and practitioners, the school integrates rigorous interdisciplinary scholarship with a strong commitment to human dignity, ethical leadership, and real-world impact.

The **Agricultural Innovation Mechanism for Scale** ([AIM for Scale](#)) is an initiative that works with governments, multilateral development banks, and research partners to scale evidence-based agricultural innovations, with the objective of reaching millions of farmers. It is supported by the Gates Foundation and the United Arab Emirates, and co-hosted by the University of Notre Dame's Keough School of Global Affairs and New York University Abu Dhabi. The secretariat of AIM for Scale is based at the Keough School of Global Affairs.

Position Overview

The Program Associate provides cross-country administrative, coordination, and grant-management support to the AI Weather & Advisory Services portfolio. This role supports the AIM for Scale Secretariat Director and Program Managers across all regions, helping keep action trackers, meetings, travel logistics, and subaward documentation organized, and provides regranting support in close coordination with the Grants and Contracts team. This is an early-to-mid career role well suited to someone who wants broad exposure to international development program operations.

Key Responsibilities

- Maintain shared action trackers, calendars, and decision logs across the portfolio's country programs.
- Organize internal and partner-facing meetings, workshops, and convenings, including scheduling, materials preparation, and note-taking.
- Support regranting and subaward administration tasks (e.g., document collection, tracking due-diligence steps, compiling milestone reports) in coordination with the Grants and Contracts Manager.



- Assist regional Program Managers with country-level data collection, results tracking, and preparation of quarterly progress reports to funders.
- Coordinate travel logistics and country mission planning for Notre Dame-based staff.
- Provide general administrative and operational support to the Program Director and portfolio team.
- Help maintain document organization (e.g., shared drives, budget trackers) across modules and country programs.

Qualifications

- Bachelor's degree required, ideally in international development, public policy, economics, or a related field.
- 1–3 years of relevant work experience in program coordination, grants administration, or nonprofit/donor-funded program support.
- Strong organizational skills and attention to detail; comfortable managing multiple concurrent workstreams.
- Proficiency with standard office and collaboration tools (e.g., Google Workspace, spreadsheets, project trackers).
- Clear written and verbal communication skills.
- Interest in international agricultural development, climate services, or global health/development program operations is a plus.

Additional Information

Resume and cover letter are required to be considered for this position. Please reach out with expression of interest to ehokoda@aimforscale.org indicating interested position together with your resume.