



Role: Program Associate

Type: Contract

Location: Nairobi (Remote)

Reports to: Program Manager

Job Description

Creative Action Institute is looking for a dynamic full-time Program Associate to support the program team in the East Africa region. The Program Associate will be responsible for providing operational support to the team throughout the planning and implementation of projects in the region.

About Creative Action Institute

At Creative Action Institute, we catalyze community-driven solutions because we believe those closest to the problems are best positioned to address them. Using our groundbreaking creative approaches, we build transformative leadership, create fertile spaces for networks and movements to form, grow and support creative advocacy to advance gender equality and build a sustainable planet. Creative Action Institute's unique methodology is rooted in popular education and learner-centered approaches and is infused with experiential, participatory, and creative activities. We have trained hundreds of teachers, community leaders, and youth to leverage the skills and knowledge to advance leadership development, gender equality, education, health, climate justice, and community resilience in East Africa, West Africa, and Central America. These approaches have been readily replicated and adapted in a variety of contexts including under-resourced and remote locales. Creative Action Institute operates its annual programs; and it is also a consultant to other like-minded organizations, providing services in instructional design and capacity building with emphasis on leadership, advocacy, education, and community resilience. As a small global team with a big mission, we benefit from a rich, supportive culture of excellence, creativity, and flexibility.

Responsibilities

Creative Action Institute implements the Sauti Ya Dada program, supporting adolescent girls in East Africa. We are seeking a Program Associate to offer support to the East Africa

team. S/he will work closely with the Program Manager and Program Officer. The Program Associate will be responsible for the following.

Program Support (35%)

- Organize all travel arrangements, activity planning/coordination, and other program logistical requirements in line with organizational procedures.
- Support in researching gender and climate-specific issues to inform programming and learning.
- Compile program meeting notes accurately and in a timely manner, diarize follow-up meetings, and distribute notes to relevant team members.
- Compile and maintain new partner databases in alignment with organizational archiving systems for easy access.
- Support the implementation of the alumni engagement framework through communication with alumni and coordination of logistics.
- Support the organization of alumni networking events (virtual or in-person).
- Support resource mobilization efforts by researching relevant funding opportunities, donor calls, and partnership opportunities in Kenya.

Finance and Administration (30%)

- Support the reconciliation of program expenditures against the budget.
- Prepare monthly financial reports and maintain accurate account balances.
- Provide administrative support for program activities as needed.

M&E and Communications (30%)

- Support the collection and management of program data for efficient monitoring, learning, and evaluation of projects.
- Ensure proper documentation of program indicators, outputs, and outcomes.
- Work closely with the Program Manager and Program Officer to collect success stories, program impact, and progress updates.
- Contribute to reporting by compiling relevant data, success stories, and learning insights.
- Support with social media content development related to program activities, including drafting posts, gathering photos/stories, and coordinating with the communications team to ensure accurate and timely sharing.

Other Responsibilities (5%)

- Participate in program coordination meetings.
- Perform other tasks as assigned.

Education and Requirements

- Candidates must be located in Nairobi, Kenya
- Bachelor's degree in Project Management.
- Minimum of 2 years of experience in project management, operations, and administration.
- Highly skilled in Microsoft Office Suite (especially Word, Excel, and PowerPoint) and Google Suite
- Non-profit experience
- English fluency is required
- The location will be remote, based in Nairobi. With some local and international travel.

Competencies

- Passionate about our mission to advance gender equality and build a sustainable planet
- Self-driven, energetic, and motivated
- Capacity to manage multiple tasks, prioritize and execute efficiently
- Able to take initiative and manage up, with limited supervision
- Have experience in event and logistics management
- Capacity to work in a multicultural workforce and a collaborative team environment
- Excellent and professional written and verbal communicator

Salary and Benefits

We offer a competitive compensation and benefits package commensurate with experience

How to Apply:

We invite those with appropriate qualifications to send a thoughtful, well-crafted cover letter explaining why this role and Creative Action Institute is a fit for you, a three-page resume that highlights your relevant experience to info@creativeactioninstitute.org

The application deadline is **March 13th, 2026**. Only shortlisted candidates will be contacted by the team using the email address provided in their resumes.

Disclaimer:

Creative Action Institute does not solicit any fees from interested candidates. If you suspect that you have been a victim of fraud from someone purporting to be Creative Action Institute, please contact us at info@creativeactioninstitute.org.

Creative Action Institute will also conduct a background check for all qualified candidates.