DKT International Headquarters Program Officer 1 Year (Paid) Position

DKT International is one of the largest private providers of family planning resources and services around the world. DKT is an innovative and adventurous social marketing enterprise that improves people’s lives. DKT has programs in 21 countries and continues to expand to provide couples with affordable and safe options for family planning and HIV/AIDS prevention.

*Job Description*

This position encompasses a wide range of duties and responsibilities. Program Officer will gain a thorough knowledge of social marketing and the inner workings of DKT International as an international enterprise, as well as a headquarters office, through both big-picture and everyday tasks. Candidates must have the willingness to learn about social entrepreneurship, reproductive health and contraceptive marketing, and non-profit management.

*Job Summary*

The successful candidate will work closely with the DKT International President at the headquarters office to oversee daily business as well as big-picture organizational tasks. This includes working to:

* Maintain DKT International’s website and social media platforms, regularly adding and updating content to reflect the impact of DKT International
* Develop newsletters and white papers to engage with donors and supporters
* Create and update useful charts and graphs
* Interact with country offices with reporting and as needed
* Assist in grant writing, grant management, and editing documents
* Aid accounting office as necessary with financial management processes
* Complete general office management and administrative tasks

In addition to these duties, additional opportunities will arise. As DKT International is located in Washington, D.C. there are also opportunities for networking and professional development that you are encouraged to pursue and attend.

*Requirements*

* All interested parties are encouraged to apply. Browse through the website and gain a thorough understanding of DKT’s mission, values, approach. If this appeals to your interests and your career goals, please apply.
* Any major can apply.
* To be considered, please submit a **resume, cover letter, writing sample, and reference letter**

Website: [www.dktinternational.org](http://www.dktinternational.org)

Twitter: @dktchangeslives

YouTube: <https://www.youtube.com/user/DKTHQ>

**Send materials to** [**katarina@dktinternational.org**](mailto:katarina@dktinternational.org)