

Program Associate

POSITION SUMMARY:

Position Overview: Sinapis is looking for a passionate Program Associate

Reporting To: Kenya Country Manager with day-to-day oversight from the Program Coordinator

Location: Nairobi, Kenya

Term: 2-year renewable contract with 6-month probationary period

Compensation: Entry-Level

ABOUT SINAPIS:

Our mission at Sinapis is to make disciples and alleviate poverty through the power of entrepreneurship. We seek to foster the development of entrepreneurs and the growth of Kingdom businesses. These enterprises are led by entrepreneurs who strive for excellence in their business and who are intentional in reflecting and sharing Christ's transforming love in the marketplace, through the business decisions they make and the relationships they cultivate with employees, suppliers, and customers.

After nine years, we have surpassed a key milestone of training over 1,000 entrepreneurs and are now entering an expansion stage. Our current core offerings are as below:

1. **Sinapis Aspire.** The Aspire program is a 9-week business training program for people who want to start a business, and would like to know how to successfully bring their idea to life.
2. **Sinapis Academy.** Sinapis partners with local organizations to deliver the Sinapis Academy, an intensive 16-week business training program similar to a mini-MBA but customized for early and growth-stage ventures. This program is extremely practical, locally customized and specifically designed for entrepreneurs looking to grow their businesses.
3. **Sinapis Business Plan Competition.** Upon completion of the Sinapis Academy training program, entrepreneurs are eligible to compete in the Sinapis Business Plan Competition, an annual competition in which the top 5-10 finalists compete for grant capital at a live pitch event.
4. **Fast Track Fellow Accelerator Program.** The Sinapis Fast Track Fellows (FTF) program is a 6-month accelerator that serves up to 20 graduates of the Sinapis Academy per year who have businesses capable of significant growth. The program begins with a customized business assessment for each participant coupled with access to high quality consultants, professional advisors, advanced training, investor match-making and biblical integration.

With our ambitious growth and expansion plans, we require additional help particularly in the area of new entrepreneur recruitment and program administration.

WHAT YOU WILL DO:

Responsibilities:

- Manage all logistics involved in running the Sinapis Aspire program including scheduling facilitators and guest speakers and preparing the space and materials.
- Telemarket our entrepreneurship programs to potential students and follow-up with confirmed students.

- Work with the Marketing and Program Coordinators to plan workshops, alumni and trainer events including calling entrepreneurs and trainers to confirm event attendance.
- Assist the Marketing Coordinator during events we are exhibiting in by manning the Sinapis stand.
- Key in entrepreneur contacts from workshops and other events into the main database.
- Follow up with students to complete their baseline, endline and weekly class surveys.
- Prepare the class toolkits for new class launches and ongoing classes.
- Assist with general administrative activities, including making travel arrangements, answering and directing phone calls, providing general support to office visitors.

While this list comprises the main day-to-day activities of the Program Associate, you may be required to complete other tasks not mentioned above but within the scope of program administration

WHO WE ARE LOOKING FOR:

- You are a follower of Christ who maintains a healthy relationship with Jesus as evidenced by (but not limited to) prayer, devotional reading of Scripture and spiritual discipline
- You are a people person, and have excellent communication skills with people of all types
- You are detail-oriented and can plan for and manage effective follow-up
- You are humble and have a teachable spirit
- You are energetic, hardworking and willing to go the extra mile to complete an assignment

Required

- A heart for our organization's mission and a calling for this work
- Highly organized and able to manage multiple work streams, with a knack for continuous process improvement
- An outgoing people-person who enjoys interacting with people, both on phone and in person
- Natural selling ability; passionate and persuasive
- Ability to take initiative and solve problems
- Undergraduate degree, preferably with business course work
- Ability to work in a small team environment
- Ability to work independently with minimal supervision
- Extremely positive attitude, excellent interpersonal skills and emotional intelligence
- Proficient in Microsoft Office suite
- Honest with high levels of integrity
- Minimum of 1 year relevant work experience

Desirable

- Experience in the Start-up and SME ecosystem
- Previous experience handling administrative duties
- Previous selling experience

WHAT YOU CAN EXPECT

- **Deep, fulfilling impact** – This is a mission that will impact thousands of lives economically, socially and spiritually. You will be part of a group that is daily making strides to take back the market-place for the glory of God

- **Entrepreneurial work-environment** – As a small organization, we are free from bureaucracies and you will enjoy the flexibility to be creative and try out new ideas that make sense
- **Fantastic network** – You’ll develop a robust network of inspiring entrepreneurs and entrepreneur-support organizations across Kenya
- **Promising career growth** – Sinapis is a small but growing organization with opportunities for career growth over time

IF YOU ARE INTERESTED IN APPLYING

Please send us a well-formatted and written cover letter that includes your salary expectations along with your resume in PDF format to careers@sinapisgroup.org.

The subject line of the email should read, “Program Associate – Last Name, First Name”

Applications will be reviewed on a rolling basis until the position is filled.