



## Human Resources Associate

### About Imagine Worldwide

Imagine's mission is to empower millions of children across Sub-Saharan Africa with the literacy and numeracy skills they need to reach their full potential. We provide a tablet-based, personalized learning solution designed for the most challenging environments. Nine Randomized Control Trials across multiple countries/settings have shown dramatic learning gains, increased school attendance, and gender parity for <\$7 per child/year.

Our model is proven in Malawi, where a national expansion will reach all primary schools by 2029 (3.8mm students/year). We've demonstrated how targeted philanthropy can catalyze government-sustained national scale by closing infrastructure and capacity gaps, reducing costs, and unlocking development aid. We are now focused on replicating our success in other countries to transform primary education systems and empower 10mm+ children with life-changing literacy and numeracy skills.

### Candidate Profile

The HR Associate will play a supporting role in carrying out Imagine's mission to design, test and scale tablet-based learning solutions that enable children to become literate and numerate. The position offers an international and flexible learning environment to enhance individual career development and growth. The HR Associate will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. They will work with the Director of Administration and collaborate with senior management to develop and refine Imagine's talent management and human resource function with objectives that include: 1) Attraction and retention; 2) Diversity and inclusion; 3) Learning and development; 4) Reward and performance; 5) Health, safety, wellbeing, vitality.

### Key Responsibilities

The HR Associate will report to the Director of Administration and work with Co-CEOs and members of the management team to provide HR and team development, administrative and operational support across target countries. While this role's main focus will be on HR processes and team support, this is a unique opportunity to expand knowledge in other areas of nonprofit organization management including systems, operations and finance management. The HR Associate's responsibilities will include - but will not be limited to - the list below.

## Human Resources

- Collaborate with departments and teams across the organization to address the following:
  - How to best foster team culture across multiple countries and time zones.
  - How to make Imagine a premier choice for talent across the globe.
  - Ensure our HR/talent management strategy is inline with our organizational values and goals, elevating our key people-oriented functions to be first-rate.
  - Optimize performance and create clear paths of professional development and growth opportunities for our people.
  - Identify potential challenges/roadblocks related to talent management and our HR function; create action plans for how they can be mitigated.

Tactical responsibilities include:

- Work with the Director of Administration to maintain and administer the HR Manual and Employee Handbook.
- Interface with and provide support as needed to the People Committee on the Board of Directors, to execute the overall vision for supporting Imagine's strategies related to talent acquisition, board member support and ongoing organizational growth.
- Support the recruitment process by posting job openings, screening resumes, and scheduling interviews.
- Maintain Imagine's Index of Job Descriptions, to support scale up in target countries.
- Support onboarding processes, including preparing new hire documentation and conducting orientation sessions.
- Assist in coordinating with US-based and international PEOs, to ensure equitable benefits administration across international geographies.
- Coordination of the annual review process, including the tracking of professional development plans and ongoing growth opportunities for all team members.
- Assist in organizing team development and training sessions, meetings and events.
- Maintain HR filing systems and ensure compliance across the organization in multiple geographies.
- Prepare HR reports and documents as needed, ensuring accuracy and confidentiality.
- Collaborate with other departments and country entities to support HR initiatives and projects, ensuring continuity across the organization.

## Administration and Operations

- Assist in coordinating team meetings, including joint meetings with country teams. Track schedule, agendas, meeting materials and follow ups.
- Create and maintain a current organizational calendar that outlines activities and timelines.
- Assist in daily operational tasks and ensure adherence to company policies and procedures.
- Work with the Director of Administration, Director of Internal Audit and the finance team to coordinate internal and external audits.

- Help coordinate international in-person team meetings, including travel, agendas and logistics.
- Assist with Board meeting prep as needed, including assembling the meeting materials.
- Help streamline processes and identify areas for improvement within operational workflows.

### Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

- Bachelor’s Degree.
- A minimum of 3 years experience in a human resources role.
- Familiarity with HRIS is a plus.

### **Specific skills (required)**

Exceptional people skills and proven experience that include:

- Excellent written and oral communication skills in English.
- Strong interpersonal and relationship-building skills.
- Ability to work effectively in multicultural environments and teams.
- Ability to handle sensitive information with confidentiality.
- Strong organizational skills and superior attention to detail.
- Ability to work under pressure and meet deadlines.
- Excellent working knowledge of MS Office.
- Ability to prioritize and display a high level of adaptability/flexibility.

### **Qualities**

- Passion for Imagine’s mission and vision.
- Demonstrated commitment to equity in educational access and outcomes.
- Desire to ensure equity across an international team in terms of professional development and opportunities.
- Creative thinking on ways for fostering a strong organizational culture that includes interpersonal connection and fun in a virtual, international environment.
- Demonstrated ability to think independently and solve problems.
- Collaborative team player; clear and proactive communicator.
- Flexible, adaptable, and able to work in a fast-paced, changing environment.

### Compensation and Benefits

Salary is competitive and commensurate with experience.

### Location

The HR Associate must be based in the United States, with a preference for the East Coast. The HR Associate will frequently collaborate and coordinate with people and teams across Africa.

### HOW TO APPLY

Apply for this position [here](#). In order to be considered for an interview, every field must be completed and a cover letter and resume must be uploaded.

Details on Imagine's operations, leadership and funders can be found at [imagineworldwide.org](http://imagineworldwide.org).

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Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.