JOB DESCRIPTION

Position Title: Social and Behavior Change Specialist

**Level of Effort:** Full-time

Location: Washington, DC

The Manoff Group, Inc. (TMG) is seeking a candidate for full-time employment as Social and Behavior Change (SBC) Specialist at its headquarters office in Washington, DC. This position plays a critical role in supporting the long-term success of several SBC projects in the TMG portfolio. This position requires keen interest in SBC work and provides an opportunity to work on a wide range of activities and with an experienced SBC team. This will be a hybrid remote/in-office position.

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| DUTIES AND RESPONSIBILITIES |
| The SBC Specialist will be dedicated to supporting two to three of TMG’s projects. The focus of the work will be on supporting a variety of implementation research tasks and the application of research findings to improve priority behaviors in program contexts. There will also be a focus on assisting TMG technical teams to develop social and behavior change strategies and activities. The Specialist will be expected to learn and use the TMG Behavior Integration and process and tools. This position will report to the Senior Advisor for Social and Behavior Change.Primary responsibilities include:Technical:* Engage in each project’s Social and Behavior Change (SBC) technical activities, as requested. This may include leading activities such a literature reviews, developing formative or implementation research protocols, and assisting in qualitative and quantitative research analysis. This can include developing Behavior Profiles to assist in strategy formulation, identifying behavioral outcome indicators, and supporting project monitoring and reporting;
* Travel to projects as needed to support program implementation (potential for up to 15% travel)
* Assist in developing and fine-tuning TMG’s Behavior Integration tools, resources, and materials for capacity development;
* Produce, assemble, comment on, and/or edit content for project materials, website pages, and key documents;
* Participate in TMG’s outreach activities, supporting presentations and orientations on TMG’s approach (Behavior Integration and BI Guidance (Think | BIG)) and projects;
* Conduct research on technical issues and support business development efforts as requested.

Operational:* Provide the day-to-day administrative & operational support to assigned projects including tracking deadlines, organizing, and coordinating work streams;
* Facilitate project check-in calls and meetings, as needed;
* Contribute to the development of project workplans, PMPs, and reporting requirements (monthly, quarterly, annual) if requested;
* Anticipate project teams’ needs with a willingness to lend a hand wherever necessary;
* Other duties as requested.
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| **KNOWLEDGE, SKILLS, AND BACKGROUND** |
| * Expertise in formative and implementation research, qualitative and quantitative
* Demonstrated professional experience in a relevant area of social and behavior change such as nutrition or maternal and child health
* Experience living or working overseas, preferably Asia or Africa
* Experience working in community-based programs a plus
* Work in immunization, food security and nutrition programs a plus
* Demonstrated leadership ability managing an activity or discreet part of an activity
* Excellent time management skills and ability to independently develop tasks
* Ability to follow-through on multiple tasks with quality
* Strong attention to detail based on verbal and written instructions
* Ability to work well on a team; excellent interpersonal communication skills
* Excellent verbal and written communication skills in English
* Excellent verbal and written communication skills in French desired
* Proficiency in MS Office Suite, social media and internet applications
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| **MINIMUM QUALIFICATIONS** |
| * Master’s degree in public health, social science, communications, marketing, or related field required
* Minimum of 6 years of relevant work experience, preferably in international development
* Demonstrated success managing research and research reporting
* Demonstrated success working in a team and in coordination of a variety of professional partners
* Fluent English required; proficiency in a French a plus
* Must be authorized to work in the United States of America
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**To apply, please send a CV and a cover letter to** manoffgroup@manoffgroup.com **with ‘SBC Specialist” in the subject line by 7th October 2022.**

The Manoff Group, Inc. provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, gender identity, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. TMG complies with all applicable laws. TMG provides excellent benefits and a salary commensurate with experience.