

Position: Receptionist and Finance Assistant**Location: Gbarnga, Bong County****Program Overview:**

The USAID-funded Learning Links Program is seeking a Receptionist and Finance Assistant who has experience in gender, education, and youth development. Launched in May 2017, Learning Links is an innovative education program targeting adolescent girls who had to leave school due to pregnancy. Indeed, Liberian girls who become pregnant drop out of school, fall behind academically, usually never return, and become trapped in a cycle of poverty. USAID/Learning Links is piloting an innovative approach in rural Liberia that connects literate and numerate Liberian women with these at-risk girls to serve as Tutor-Mentors. Drawing from successful private sector collaborative consumption business models (e.g. Uber, Upwork), and leveraging existing SMS and mobile money functionality present in Liberia, Learning Links is providing micro-incentives to both Learners and Tutor-Mentors for demonstrated learning progress verified by SMS. The program complements this incentive-based performance model with psychosocial support that draws from existing support channels in Gbarnga, Bong County. This model will support 2,500 girls in and around Gbarnga over the life of the project (three years). Learning Links is implemented by The Kaizen Company (Kaizen).

The Receptionist will be responsible for providing exceptional customer service, have attention for detail, and will work well under pressure.

The main responsibilities will include the following:

- Greet and direct all visitors
- Maintain calendar of programmatic events
- Perform scanning, copying, printing and other administrative tasks
- Liaison with building management to address maintenance requests as they arise
- Ensure security guards are maintaining the visitor log
- Provide basic assistance to Tutor-Mentors and/or Learners
- Maintains a neat appearance and organized reception area
- Timely and regular attendance
- Assist Project Administrator to provide regular finance support
- Check, process and record payments
- Prepare vouchers and checks for office payments and cash receipts
- Assist in the preparation of monthly financial reports with Project Administrator
- Performs other duties as assigned

Experience & Skill Requirements:

- Have 1+ years of professional experience
- Degree in sociology, public administration and/or interest in youth, girls' education, and social services
- Excellent written and verbal communication skills
- Strong attention to detail
- Must be punctual and reliable

To Apply, please submit the following:

- Cover letter clearly stating qualifications and experience
- Current resume or curriculum vitae
- Copy of relevant diplomas or certificates
- Contact details for applicant, including email and phone
- Three references, one preferably being most recent employer

Submit applications by email to:

operations@learninglinks-liberia.com

Application Deadline:

Friday, February 9, 2018 by 12:30PM