



Yunus Environment Hub is looking for a Program Assistant (m/f/d)

We are looking for a full-time program assistant (m/f/d), who will support us to coordinate programs in Kenya. Starting at the nearest date, the successful candidate will be based in Nairobi.

Yunus Environment Hub (YEH) is the global social business network that creates solutions for the environmental crisis. Co-founded and led by Nobel Peace Prize Laureate Prof. Muhammad Yunus YEH's vision is to create A World of Three Zeros: Zero Poverty, Zero Unemployment and Zero Net Carbon Emissions. To achieve this vision, we support, design and implement social business solutions related to any aspect of the current global environmental crisis. A social business is a mission-driven business that is entirely dedicated to solving social or environmental problems. Specifically created for this purpose, a social business generates profits and aims to be financially self-sustaining. 100% of a social business company's profits are reinvested into its declared social mission.

What you will be doing

- Support the program team with the creation of various program documents, such as work plans, reports, and recommendations for program implementation arrangements, by providing program and administrative support
- Coordinate a Business Skills training program, including participants' management, trainers' management, materials distribution and upload, reports and attendance checks
- Coordinate program-related communications activities including overlook the website updates, align collateral creation with all stakeholders, provide input to communications initiatives
- Provide administrative support to the programme team in the organization of events, meetings and workshops, etc
- Ensure all operations and efforts are always favorable to the program objective

What You Should Bring

- Commitment to the vision and core values of YEH as well as to topics of environmental and social sustainability as outlined by the United Nations' SDGs
- Min. 2 years of experience in project management related to business and marketing of SMEs; implementation of capacity building & training programs for SMEs
- Entrepreneurial mindset and solution-oriented business acumen
- High proficiency in communicating with different stakeholders from different systemic backgrounds



YUNUS ENVIRONMENT HUB

- Expertise in topics such as environmental performance assessments, circular economy, sustainable innovations are a plus
- Language requirements: fluent in English (spoken and written), Swahili is a plus

What we offer you

- Meaningful projects and mission-driven company
- A versatile and flexible work environment with high impact organisations from social and environmental entrepreneurship
- A growing dynamic team of passionate professionals from various disciplines
- Productive office environment in Nairobi
- Competitive salary package

Statement on Diversity, Equity and Inclusion

Yunus Environment Hub is committed to equal employment opportunities for all. We strive to provide a friendly, safe, and welcoming environment for all who work with us, regardless of gender, gender identity, sexual orientation, skin colour, disability, physical appearance, national or ethnic origin, marital status, age or religion (or lack thereof).

Apply now and support our vision towards a World of Three Zeros: Zero Poverty, Zero Unemployment, and Zero Net Carbon Emissions

We are looking forward to receiving your application including resume, motivational letter, your earliest starting date, and your salary expectations. Please send your documents by e-mail to jobs@yunuseh.com. We will accept applications until the position is filled.

If you have any questions, please do not hesitate to contact our HR Team at jobs@yunuseh.com.