



Fellow

Fellow | Washington, D.C. and/or Remote | Paid, Part time

Job Summary

Moonshot Global LLC (www.moonshotglobal.com) is a woman-owned advisory services firm that works with clients and beneficiaries to develop and support demand-driven solutions to the world's most challenging global development and humanitarian assistance problems. We believe that evidence-based solutions that are co-created in partnership with local organizations by leveraging innovation and technology will generate needed inclusive and sustainable change. Moonshot cultivates an innovative environment - we embrace technology, new ideas, and diverse skill sets.

Founded in 2014, we have core capabilities in the areas of evidence, learning, and impact (ELI); innovation and entrepreneurship; investment advisory; and human and institutional capacity development (HICD). We leverage technology and partnerships and apply a gender lens to impact monitoring and management and take a responsible approach to data. On all of our assignments, we engage clients and constituents in project design and implementation to achieve sustainable results. Moonshot brings experience in 40+ countries, including in those affected by conflict, in all regions of the world. We serve host country governments, bilateral and multilateral donors, foundations, and private sector firms, including social enterprises. We are based in Washington, DC, and have staff and key consultants in Nigeria, Cambodia, and the United Kingdom.

As a **Fellow**, you will gain practical experience as part of a creative consulting firm, building skills in research, writing, design, implementation, and analysis of qualitative and quantitative data. Key learning objectives include: building essential skills for operationalizing impact measurement in a global development or humanitarian assistance context, enhancing skills for developing processes and tools that produce high quality, actionable, and shareable information, and developing an understanding of the challenges and opportunities present in designing effective systems for projects and programs.

Scope of Work

The **Fellow** will work on the **Catalyst Innovation-led Development Project** supporting the US Agency for International Development (USAID)-funded [Mujer Prospera/Women Prosper](#) challenge. The work will entail being guided by the project lead to support grantees (winners of the challenge) in their monitoring, evaluation, and learning activities (MEL), gathering and visualizing data, conducting learning activities, and developing impact stories about their work.

The work will entail a combination of the following:

- Summarizing research and/or conducting targeted literature reviews in a variety of research areas
- Helping develop and answer key research questions within program delivery, improve understanding of outcomes, and help inform program development

- Helping to develop theories of change, results frameworks, indicators, indicator reference sheets and other supporting materials
- Conducting qualitative and quantitative data analysis
- Assisting in the creation and revision of project tools and capacity development materials identification and adaptation of existing best practice tools to help build our Advisory Toolbox
- Supporting the development of visualizations and infographics for program management and review, such as one-pagers, reports, graphs, and charts
- Participating in team meetings as needed
- Performing other support tasks as needed

Qualifications

Fellows are expected to be committed to the mission, vision, and values of Moonshot and be able to work with culturally diverse clients.

We are seeking candidates who possess the skills below:

- Master's degree students with at least two years of relevant experience
- Demonstrated interest in global development.
- Availability to work flexibly between 10 and 30 hours per week
- **Professional proficiency in Spanish;** Bilingual preferred
- Knowledge of or interest in specialized software such as Dedoose, R, STATA and other packages
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- A love of Google Drive
- Excellent interpersonal, verbal, and written communication skills
- Self-starter and ability to work independently or as part of a team
- Must be well organized, detailed oriented, and possess excellent follow-up skills
- Willing to receive direction and guidance within a team environment
- Willingness to work on very low level administrative work (e.g., reformatting resumes) and provide project management support on a minimal but as needed basis
- Experience contributing to multiple projects

Work Conditions

Moonshot staff work from a co-working space at 1250 Connecticut Avenue, NW, Washington DC 20036 AND/OR remotely. Fellows are expected to have their own computer equipment and reliable internet and be available to come into the office once a week for at least a half day to work directly with other Moonshot staff. The pay rate for the role is \$19 per hour. The fellowship runs for 12-15 weeks, with preferred start date of September 21, 2022. Moonshot Fellows are covered by workers compensation but are not eligible for any employee benefits, such as paid time off or health insurance. Moonshot is an equal opportunity employer and values diversity of all types.

For more information, please visit: www.moonshotglobal.com. If you have any questions please email us at: info@moonshotglobal.com. Closing date for applications is **October 15, 2022, but applications will be reviewed on a rolling basis.** Please send a resume, cover letter, and a short writing sample.