



EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

<p>TITLE: Program Coordinator REPORTS TO: Director, Community Impact DIVISION: Program, International Programs LOCATION: New York</p>

PRIMARY FUNCTION/PURPOSE

The Program Coordinator (PC) provides support to the work of the International Program Department, working in the Community Impact Cluster. The Program Coordinator works directly with one or two international partners to directly manage their current portfolio of programs. The Coordinator also provides essential support to colleagues in their management of other program portfolios; supporting compliance with internal protocols and procedures, and ensuring program information is accurate and up to date in the data systems. The Program Coordinator will have some familiarity and background with asset focused community development techniques, particularly, as they are applied to Maternal and Child Health (MCH) and Integrated Early Childhood Development (iECD), and will bring a growing technical eye to programs working in these sectors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. **Other duties may be assigned.**

Data and Financial Management and Logistical Support:

- Provide support for colleagues in their management of partner portfolios, including but not limited to triangulating all information and back up materials on assigned partner program compliance, and ensuring complete, accurate, up-to-date information is maintained in the program database.

ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED include the following. **Other duties may be assigned.**

- Provides back up on compliance tasks related to wire transfers, particularly ensuring partner financial and administrative reports and data are in place, and compliance with delineated procedures: construction, equipment purchases, inventory management, is adhered.
- Work closely with the Director of Community Impact and others on special projects as assigned.
- Assists with the management of Consultants, Contracts and their related deliverables.

Partner Management:

- Manages one to two partner relationships through the project cycle from participatory design to evaluation and learning, visiting partner offices, project sites and participating in regional meetings; phone calls and email. Documents program visits through internal reports and leads or participates in internal country team meetings as appropriate to ensure effective collaboration with colleagues.
- Works closely with partner(s) on proposal development, budget, reporting requirements and Monitoring, Evaluation and Learning (MEL) frameworks. Ensures that annual partner Memorandum of Understanding (MOU) is negotiated and signed in a timely manner each year.
- Creates and maintains program files within management database and ensures data integrity including, but not limited to, budget entry, regular country report entry, M&E entry, and payment schedules.

Intra- and Inter-Departmental Collaboration:

- Collaborate with Community Impact Cluster and International Program Department to develop, facilitate and monitor core program objectives, particularly in the areas of Maternal and Child Health / Integrated Health and Integrated Early Childhood Development.
- Supports colleagues and partners in identifying and integrating best practices and successful methodologies within the areas of MCH, Integrated Health and iECD in close collaboration with program knowledge management colleagues.
- Coordinates with colleagues responsible for resource mobilization in supporting proposal development teams.
- Promote and support cross-cutting initiatives and methodologies such as Social and Behavior Change Communication (SBCC), Asset Recognition and Reinforcement (ARR) / Asset-Based Community Development (ABCD).
- Work in collaboration with the Marketing & Communications and Engagement teams to write, edit, or contribute to the writing of program/project narratives, articles, stories and videos for appropriate internal and external audiences.
- Represents organization at international meetings and conferences to present program results and impacts, and increase the profile of the organization.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position and not necessarily the skills you bring to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's degree in relevant field required. Advanced degree in rural economics, rural livelihoods, early childhood development, MPH or equivalent degree preferred.

Experience:

- Minimum of 3 years experience in program management in international context required
- Experience with partner-based field implementation work in the Global South strongly preferred
- Experience in planning and management of government and foundation grants desirable
- Experience designing and managing integrated community development programs, with special emphasis on resiliency and climate change adaptation a strong plus

Related Skills:

- Excellent communication skills, both written and oral
- Ability to manage difficult situations with tact and diplomacy while empowering and supporting colleagues and partners
- Ability to collaborate and build consensus internally and externally
- Ability to work well in teams as well as independently
- Excellent skills in critical analysis and conflict resolution
- Ability to pay attention to detail, to work well under pressure and to relate to people of different cultural and economic backgrounds
- Ability to establish and build relationships with a diverse array of professional and community groups

Language Skills: Fluency in English essential; Spanish, Portuguese or French also preferred

Other Requirements (including Physical Demands):

- Ability and willingness to travel up to 30-40% of the time, occasionally to globally remote areas
- May be required to work long hours and a varied schedule including evenings and weekends

TO APPLY: Submit a cover letter with salary requirements and a resume to careers@episcopalrelief.org and indicate Program Coordinator in the subject line. Only qualified applicants will be contacted. For more information, go to our website at www.episcopalrelief.org.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.