

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: COORDINATOR, US Disaster Innovations
REPORTS TO: Senior Technical Specialist
DEPARTMENT: Global Disaster Response & Resilience
DIVISION: Global Program
LOCATION: New York, NY or Remote USA
FLSA STATUS: Exempt
EFFECTIVE DATE: June 1st

PRIMARY FUNCTION/PURPOSE: The Coordinator, US Disaster Innovations provides critical project management and operational support for the updated US Disaster strategy. This role supports cross-functional efforts to design, test and refine tools, products or services, working with the Senior Technical Specialist, program staff, business development teams, consultants and partners. The Coordinator manages complex project timelines, resources, risks, communications, and provide insight into usability, user experience, and user practice. The Coordinator plays a key role in tracking an initiative's activities, ensuring quality data and reporting, and managing deliverables.

Working closely with the Senior Technical Specialist, this position is managing iterative tools and product cycles that advance Episcopal Relief & Development's strategic goals related to US Disaster & Climate Risk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Project Management

- Lead end-to end lifecycle of product development and testing from concept to pilot to scale.
- Collaborate with Senior Technical Specialist, product designers, engineers, researchers, and other stakeholders to define product features, user stories and test criteria.
- Document project scope, goals, deliverables, timeline, success metrics and adaptations in collaboration with stakeholders.
- Create and manage detailed project plans using project management tools (eg . Asana, Jira, Trello, etc)

2. Internal Coordination

- Lead meetings, workshops and design sprints as needed.
- Identify risks to timeline, scope and budget, and proactively address issues.
- Track action items and follow-ups for project teams in Asana to ensure smooth execution of work plans.
- Foster a collaborative, agile and test-and-learn culture

3. Partner Support & Data Collection

- Accompany Senior Technical Specialist, and program officers in providing partners with technical support.
- Ensure timely and accurate collection of data, including analysis and quality control.
- Provide back-up support to colleagues and partners on the team as needed.

4. Consultant & Vendor Coordination

- Manage the procurement process for technical consultants, including bidding, contracting, invoicing, and tracking deliverables.
- Ensure compliance with internal procedures and timely processing of consultant payments.

5. Communicate Progress Regularly

- Serve as point of contact between internal stakeholders and external partners or consultants
- Monitor and report on project progress to stakeholders, leadership and others.

7. Perform Other Duties as Assigned

EDUCATION:

- A Bachelor's Degree in a related field (Product Design, Social Science, International Development, Project Management, or a similar area
- Agile or PMP certification is a plus

EXPERIENCE:

- A minimum of 3-5 years managing cross functional projects, ideally in product development or as a project manager
- Demonstrated experience with Agile methodologies like Scrum, Human Design Thinking, including experience facilitating spring planning, sprint reviews, and retrospectives
- Proven effectiveness in project management and ability to organize and deliver work under pressure
- Demonstrated ability to communicate clearly in writing and orally in cross-cultural settings

SKILLS:

- Expertise in MS Excel, Word, PowerPoint; Canva
- Facility in project management software like Asana, Jira or Trello preferred

- Proficiency in statistical, data analysis and data visualization software with comfort interpreting user feedback and testing metrics.
- Strong interpersonal skills, proven ability to manage complex or difficult situations with tact, diplomacy and good humor
- Flexibility and adaptability
- Proven ability to produce high quality work independently and as part of team, collaborating effectively
- Demonstrated ability to establish and build relationships with a diverse array of professionals
- Fluency in English
- Quick learner

OTHER REQUIREMENTS:

- Passionate about Episcopal Relief & Development's mission and impact
- Ability to work mostly Eastern time business hours and some business hours of implementing partner countries
- May be required to work long hours and a varied schedule including occasional evenings and weekends

SALARY & BENEFITS:

Hourly range of \$35-36 Per hour

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Coordinator-US Disaster Innovations " For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

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Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:_____

Date:_____