

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: Coordinator, Violence Prevention, Protection & Resilience
REPORTS TO: Director, Violence Prevention, Protection & Resilience
DEPARTMENT: Violence Prevention, Protection & Resilience Cluster
DIVISION: Global Program
LOCATION: New York, NY or Remote USA
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: September 01, 2025

PRIMARY FUNCTION/PURPOSE: The Coordinator, Violence Prevention, Protection & Resilience provides critical project management and operational support for the Violence Prevention, Protection & Resilience cluster. This position is responsible for project management of VPPR workstreams collaborating with other functions of the Global Program Department. The Coordinator manages complex project timelines, troubleshoots project risk and ensures effective communication across the workstreams. The Coordinator plays a key role in setting up and tracking progress on specific initiative activities, ensuring consistent quality data and reporting.

The Coordinator works with the Director, Violence Prevention, Protection & Resilience in supporting Episcopal Relief & Development core values and strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Project Management

- Leads end-to-end integrity of information for programs funded by major grants including compliance with grant launch and set up guidelines, managing flow of narrative and financial data as requested, coordinating content flow and presentation around quarterly program and partner teams progress reviews, and ensuring accuracy and integrity of information for major grant reports.
- Coordinates and tracks project scope, goals, deliverables, timeline, success metrics and adaptations in collaboration with stakeholders.
- Proactively monitors and identifies risks to timeline, scope and budget, and resolves issues with cross functional stakeholders.
- Creates and manages detailed project plans using project management tools (eg . Asana, Jira, Trello, etc)

Grant Management

- Leads Grant Management documentation for specific high complexity initiatives
- Coordinates partner due diligence processes, information gathering, planning & set-up documentation, implementation and close-out practices adhering to department guidelines and using platforms and systems.
- Coordinates payment processing
- Coordinates story gathering and internal sharing liaising between partners and Marketing & Communications
- Tracks report submissions and follow-up, and support partner transparency and accountability with system requirements, proactively trouble-shooting when required.

Consultant and vendor management

- Manages the procurement process for technical consultants in the Violence Prevention, Protection & Resilience cluster including gathering cross-functional inputs for scopes of work, and terms of reference.
- Manages bidding, contracting, invoicing, and tracking deliverables of all consultants.
- Ensures compliance with internal procedures and timely processing of consultant payments.
- Serves as point of contact between internal stakeholders and external partners or consultants

External & Internal Communications

- Builds compelling and impactful presentations and videos using Powerpoint, Canva, video, and other tools for presentation to external audiences.
- Collaborates with Project Leads and Strategic Learning & Insights colleagues for results inputs and impact data.
- Coordinates sharing of learnings from the Violence Prevention, Protection & Resilience to internal audiences
- Performs other duties as assigned.

EDUCATION:

- A Bachelor's Degree in related field and/or equivalent experience

EXPERIENCE:

- A minimum of 2 years of project coordination experience in a nonprofit or government agency, preferably international development and/or humanitarian relief.
- Experience coordinating community-based projects in the Global South, preferably West Africa, Central and Southern Africa, East Africa or Latin America.
- Demonstrated experience in working on violence prevention, protection and resilience.

- 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:

- Project management skills; adept at organizing, planning, scheduling, and monitoring to contribute to projects' achieving objectives on time and at quality.
- Expertise in MS Excel, Word, PowerPoint, Canva; a project management software like Asana, Trello, or Jira preferred
- Understanding of the development sector with proven ability to observe, consider and contextualize for appropriate cultural and location-specific awareness and adaptation
- Detail-oriented with strong organizing, prioritizing, and time management skills for effective self-management, task execution and personal accountability
- 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 essential; French and Spanish is preferred

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 \$34-36 Per hour

Competitive, comprehensive benefits package offered

How To Apply:

To be considered for the Coordinator position, please email your resume and cover letter to careers@episcopalrelief.org with the subject line " **Coordinator, Violence Prevention, Protection & Resilience** ".

For more information, visit our website at www.episcopalrelief.org • Applications missing either a resume or a cover letter will not be considered. 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. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management. 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.

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

Employee:_____ Date:_____