

JOB DESCRIPTION

Job Title	Program Coordinator
Reporting Relationships	
• Reports to:	Executive Director
• Supervises:	Program Financial and Community Outreach Officers
Liaises with:	All staff, Board of Directors, partners in Central America and Mexico, and external consultants
Location:	Cobourg, Ontario
Term:	Full-time. Two-year term, renewable pending institutional funding
Probationary Period:	6 months
Salary:	\$ 48,000 - \$58,000 (plus benefits), commensurate with experience
Deadline:	June 6, 2019
Start date:	July 2019 (negotiable)

INTRODUCTION

Horizons of Friendship (Horizons) is a Canadian non-profit, international development agency with charitable status committed to eliminating poverty and injustice in Central America and Mexico (Mesoamerica).

We partner with grassroots organizations in Mesoamerica that identify real issues in their communities. Through trusted partnerships, we're able to drive big change at a local level in the region.

In Canada, we raise awareness on global issues and work with Canadian organizations at the local and national levels to bring about positive and lasting change.

POSITION SUMMARY

Under the direction of the Executive Director (E.D.), the Program Coordinator (P.C.) is responsible for managing Horizons' wide-ranging projects and initiatives across Central America and Mexico.

This incumbent will be supporting partners in several areas, such as institutional strengthening, networking at a national and regional level, facilitating synergies among partners. The job also entails administering programs in areas such as: community health, food sovereignty and climate change, migration and the rights of the Indigenous and Afro descendent peoples.

Working in close collaboration with Horizons' partners in the region, the P.C. will review proposals, narrative, and financial reports from our partners in the region. The P.C. will actively work to strengthen our partners' capacity to drive change in their communities by creating plans to increase partners' knowledge, internal procedures, and organizational capacity.

The incumbent will take the lead in identifying key alliances within partners' thematic areas, and in seeking international support to further advance these thematic areas. In undertaking this work, the P.C. will ensure close collaboration with Horizons' staff.

The Program Coordinator will be Horizons' lead on following changes to the Government of Canada's foreign aid initiatives and policies, and other major international development funders. Moreover, the P.C. will take

the lead on responding to open calls for proposals in close collaboration with Horizons' staff and external consultants.

The P.C. will be the key liaison with sister organizations in Canada and abroad who are working on key issues in Central America and Mexico.

This position requires excellent writing and oral communications skills, and the ability to work independently and in a cross-cultural team setting. Applicants should be fully-fluent in English and **Spanish**, and have a strong understanding of project management, proposal writing, and the socio-political dynamics of Central America and Mexico.

This position also involves close collaboration with Horizons' Community Outreach Officer to assist in creating a robust public engagement program, that includes arranging and taking part in visits from southern partners to Canada and educational tours to the field.

Significant travel to the region is required. The position is based in our office in Cobourg, Ontario.

MAJOR RESPONSIBILITIES

Program Management

- Provide leadership in analysing and presenting partners' work as well as providing timely and quality support to partners in the south;
- Provide support to partners working on thematic areas, as well as to seek synergies in order to develop new consortia initiatives that complement Mesoamerican partner programs, including new financial resources;
- Foster and coordinate team work with E.D, Horizons program staff and consultants in order to set goals, resolve problems and implement decisions that enhance organizational effectiveness;
- In consultation with E.D, program staff and consultants, coordinate the implementation of workplans to meet expected results outlined in Horizons' five-year plan;
- In collaboration with the Program Financial Officer (PFO), effectively manage funds for the program, contracts with partners in the region, and with partnering institutions - including monitoring and evaluation;
- In programs jointly supported through a consortia, provide leadership in managing the relationship with sister organizations, and ensure that all administrative procedures are met;
- Contribute to southern partner visits to Canada and annual educational tour to the south;
- Take the lead in keeping partners in Mesoamerica updated on developments with the Government of Canada's foreign aid initiatives, such as call for proposals;
- In collaboration with the E.D., effectively manage all aspects of Horizons' relationship with government funding, including coordination of new proposals.

Program Administration

- Prepare country and partner profiles, proposals and reports, as needed;
- Ensure full implementation of institutional procedures as well as consortia requirements;
- Maintain records of program activities at the national and regional levels to ensure proper reporting mechanisms;
- Develop team meeting agendas and documentation for staff discussions, and ensure proper follow-up;
- Supervise preparation of partner's contracts, project budgets and cash flows by Program Financial Officer;
- In collaboration with PFO, ensure that all funding to programs are implemented and accounted for and records are up to date;
- Provide timely documentation to fundraising staff.

Other Duties as Required

- Prepared to participate in country field visits with a variety of stakeholders;
- Provide information to all staff and board members regarding issues affecting the region where Horizons and its partners work;
- Prepared to write articles, and/or materials for Horizons' newsletters, press releases, public presentations, and website as needed;
- Participate in strategic and annual planning, and other institutional processes such as Horizons' communication and content creation strategy.

DEMONSTRATED QUALIFICATIONS

- University degree in a related field;
- A minimum of three years related working experience in Latin America;
- Solid knowledge of socio-political dynamics in Latin America, especially Central America and Mexico;
- Experience in working with organizations in the South, and creating synergies and alliances between said organizations;
- Demonstrated leadership skills and ability to work with other organizations in Canada and abroad;
- Experience working in the areas of international development and social justice;
- Familiar with Global Affairs Canada requirements and experience with Results-Based Management;
- Excellent written and spoken English, including strong analytical and report writing capabilities, attention to detail, and ability to write for variety of audiences;
- **Fluent ability in spoken and written Spanish – essential;**
- Knowledge of French is an asset;
- Strong organizational and administrative skills, including demonstrated experience managing accountability processes (contract compliance including financial and narrative reports);
- Proven ability to work independently and as part of a multicultural team;
- Ability to work flexible and irregular hours, and to travel extensively in Canada and overseas;
- Good knowledge of Windows software (Word, Excel, PowerPoint, Outlook, use of social networking), competence using spreadsheets;
- **Canadian citizenship or permanent-resident status.**

Please send your cover letter and resume to the attention of Patricia Rebolledo, Executive Director of Horizons of Friendship by 5:00 pm on June 6, 2019.

Applications will be received by email, mail, or in person at our office:

info@horizons.ca

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