



**LIFE AND MISSION AGENCY**  
**Presbyterian World Service & Development**

**Position Title:** Program Coordinator

**Position Type:** Full-time, Regular

**Job Summary:** Reporting to the Director of PWS&D, the Program Coordinator works as a member of the program team, with direct responsibility for coordinating a portfolio of assigned programs with international partners in program countries as required. PWS&D has partnerships in Africa, South Asia, and in Central America and the Caribbean. The Program Coordinator is responsible for working with international partners - churches and locally-based organizations - to ensure the effective planning, coordination and outcome of projects, in accordance with PWS&D's policies. The Program Coordinator will manage and monitor programs and budgets in coordination and in collaboration with a program team. Programs include those directly funded by PWS&D, co-funded by Global Affairs Canada as well as those involving PWS&D's membership in the Canadian Foodgrains Bank (CFGB). As such, the Program Coordinator must have a solid understanding of results-based management tools. This position includes regular visits to partners in program countries, when possible and safe to do so. The incumbent is a team player and effective communicator who is dynamic, highly motivated and hardworking with strong organizational and interpersonal skills.

Work Functions and Area	Tasks and Responsibilities
Program Coordination	<ul style="list-style-type: none"> <li>• Coordinate programs with assigned overseas partners to support PWS&amp;D's mandate in sustainable development and disaster relief. The focus for this portfolio is programs and partnerships in Asia.</li> <li>• Work effectively with partners for the successful outcome of programs.</li> <li>• Provide initiative and coordination for program development with partners in areas such as health, food security, sustainable livelihoods, education and vocational training, women's empowerment and disaster response programs. This includes assisting in new partnership identification and relationship-building as needed.</li> <li>• Contribute to proposal development, including submissions to Global Affairs Canada and Canadian Foodgrains Bank, as requested.</li> <li>• Prepare required reports for respective program areas and ensure timely submissions.</li> <li>• Analyse partner reports on the status and progress of programs, provide constructive feedback and help to build partner capacities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan and carry out regular on-site monitoring visits with partners, identify successes and challenges and document issues and emerging recommendations to PWS&amp;D management and committee for review and approval.</li> <li>• Ensure that all contractual requirements are respected between PWS&amp;D and overseas partners.</li> <li>• Work collegially with PWS&amp;D staff on all aspects of PWS&amp;D programs overseas.</li> <li>• Work collegially with staff of the national church office, including International Ministries, Justice Ministries, Stewardship, and the WMS/AMS to ensure program efficiency and coherence.</li> <li>• Maintain a strong working relationship with all departments, partners and stakeholders as necessary.</li> </ul>
Representation/ Communication	<ul style="list-style-type: none"> <li>• Foster a strong public relations persona for PWS&amp;D's relief and development program.</li> <li>• Represent the organization at meetings of ecumenical organizations and other coalitions related to the work of PWS&amp;D as requested.</li> <li>• Coordinate and participate in educational presentations and workshops at various levels of the church to encourage involvement in the relief and development ministry of The Presbyterian Church in Canada, as requested.</li> <li>• Provide written and audio-visual material to be used in reports, newsletters, articles, mission moments, blogs, web and Facebook posts and stories for different Presbyterian and ecumenical media.</li> <li>• Respond promptly to requests for information regarding relief and development programs.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Contribute to budget planning and reconciliation of expenses related to relief and development projects.</li> <li>• Manage financial data related to the budget and reports for CFGF, Global Affairs Canada and PWS&amp;D.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Coordinate administrative aspects of the program and maintain a schedule and summary of priority tasks.</li> <li>• Provide regular project status and financial updates to supervisor.</li> <li>• Review, update and maintain partner and program files</li> <li>• Assist in developing appropriate policies and guidelines related to relief and development program.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Keep informed of key issues related to international relief and development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consult with ecumenical partners regarding best practices for relief and development programs.</li> <li>• Other duties as assigned by Director.</li> </ul>
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**Position Requirements:**

- Recognized university degree or equivalent in international development studies or in a related field.
- Work experience managing projects overseas, preferably with locally based organizations.
- Experience in project management processes using the latest results-based management methodologies.
- Ability to conceptualize development programs for sustainable results and to articulate a theory of change related to programs.
- Ability to understand and meet Global Affairs Canada requirements for proposal development and reporting.
- Ability to analyze and prepare financial and narrative reports and ability to work with spreadsheets.
- Experience in monitoring and evaluation of projects, positively contributing to enhanced development results.
- Sensitivity to intercultural situations.
- International travel experience required.
- Ability to travel as required, sometimes for extended periods in challenging environments.
- Ability to work at several projects simultaneously and manage time according to established priorities with a results-oriented mindset.
- Demonstrated ability to think creatively and to conceptualize an integrated program for a region
- Knowledge and respect for the beliefs, structure, programs and polity of The Presbyterian Church in Canada.
- Demonstrated commitment to work cooperatively and effectively and to contribute to a positive and supportive working environment. Flexibility to adapt to evolving tasks and responsibilities.
- Demonstrated excellence in written, oral and new media communications.
- Excellent computer skills using Microsoft Office and ability to use new technologies.
- Fluency in a second language an asset.
- Criminal Records Check (Vulnerable Sector).
- Work is based out of the national office of The Presbyterian Church in Canada in Toronto.
- Must be a citizen or permanent resident of Canada.

September 2021