

Job Posting - Programs Coordinator

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. We work in 42 countries with regional offices and local partners.

We are searching for a professional Programs Coordinator to maintain programs activities. You will represent Human Concern International (HCI) and work with the management team to develop and implement initiatives that increase company visibility within the surrounding community. You need to be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

Position Title: Programs Coordinator

Reporting To: Programs Manager

Location: Hybrid

Terms: 37.5 hours per week

Deadline to Apply: Ongoing until position is filled

Key Duties and Responsibilities

- Support the Programs team to plan projects and adhere to timelines using the appropriate software tools and applicable project management methods
- Assist with the monitoring of projects and work with others to adjust plans as needed
- Support the Programs team to create different periodic reports as requested by other departments
- Conduct internal and/or external stakeholder meetings to solicit feedback, input and communicate expectations
- Conduct research on the different program areas
- Produce regular status reports on the progress of projects, solving problems strategically, recommending solutions and engaging others as required
- Share experiences and help generate lessons learned as programs are evaluated
- Continuously look for new ways to deliver projects for greater mission impact enhanced diversity, equity and inclusion, and greater alignment with organizational values
- Bring forward ideas for new programs or the evolution of existing programs
- Demonstrate a commitment to good internal communications and positive workplace culture

- Any other tasks assigned

Qualifications, Skills and Experience

- University degree or college degree, and a minimum of 2 years of project coordination experience in non-profit organization
- Confident and articulate verbal and written communication skills, including a pleasant and efficient telephone manner
- Sound administrative skills including accurate record keeping, financial and budgeting skills with a competent working knowledge of Excel
- Sound computer literacy skills with high level competency in MS Office
- Project Management Management skills
- Methodical, organised and able to work with good attention to detail.
- Team player with the ability to work independently with little direction or supervision
- Strong and clear commitment to HCI's values
- Fluency in English and excellent written communication skills, fluency in French/ Arabic is an asset

Travel, evening and weekend work will be expected for events and conferences.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'Programs Coordinator'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.