

Job Posting – Program Coordinator

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of Afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

We are seeking a highly motivated program coordinator to provide coordination and implementation support to various projects in different sectors of Emergency Relief. As the program coordinator, you will work closely with the Programs Officer, Emergency Relief and Programs Manager to deliver project-related activities and will also work in collaboration with other community partners.

Position Title: Program Coordinator

Reporting To: Programs Officer / Programs Manager

Location: Remote

Terms: Full Time – 37.5 hours per week

Deadline to Apply: Ongoing until position is filled

Key Duties and Responsibilities

- Maintain and track the work plans and project trackers for the projects;
- Prepare paperwork for each project from implementation to completion;
- Organize meetings, coordinate project activities, manage relationships with key stakeholders, and other project related logistical requirements, and take meeting notes, where appropriate;
- Support in preparing reports, presentations, infographics as requested by fundraising, marketing, donor relations and/or other departments.
- Assist in the monitoring and reporting of the project's progress (e.g., minutes of meetings, evaluation notes, focus group transcripts, etc.);
- Ensure that the Program Officer is informed of any project concerns;
- Communicate with and coordinate with partners and stakeholders to ensure ongoing participation in project objectives;
- Support program officer to ensure projects are delivered on time, within the scope, and within budget;
- Provides assistance in the evaluation of the project;
- Track deliverables and keep the team updated about timelines;
- Any other task as assigned.

Qualifications, Skills and Experience

- University or college degree, and a minimum of two years of project coordination experience;

- Minimum two years working in a non-profit organization or other social sectors;
- Strong organizational, planning, and time management skills, with the ability to multitask and coordinate projects with tight timelines;
- Excellent interpersonal, verbal, and written communication skills;
- Fluency in English and excellent written communication skills; fluency in Arabic or French language will be an asset;
- Ability to work effectively in a wide range of setting with people from diverse backgrounds, including clients and co-workers;
- Experience working with the community is considered an asset;
- Works well independently and in a team-oriented, collaborative environment;
- Proficient use of Microsoft Office Suite: Word, Excel, PowerPoint;
- Ability to interact professionally with multiple stakeholders and partners from different cultures.

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive medical insurance package that covers life, medical, vision, dental and wellness benefits
- Parental Benefit top-up
- Company investment in Registered Retirement Savings Plan
- Paid Vacation, Sick & Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading **“Program Coordinator - Emergency Relief”**.

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