



## MINISTRY DESCRIPTION

**Title:** International Program Coordinator  
**Department:** International Program (IP)  
**Reports to:** Senior Director – International Program

**Schedule:** Regular, Full-Time  
**FLSA:** Exempt

### **Ministry Function:**

The International Program Coordinator will assist the Program Management Team in overseeing operations related to Convoy of Hope's (COH) activities, including project management, monitoring, reporting, and providing support to National Offices as needed.

### **Essential Duties and Responsibilities:**

1. Manage a portfolio of projects and grants, in collaboration with Field Operations Directors and National Offices.
2. Tracks project performance against project timelines, budget, objectives, and program outputs.
3. Ensures compliance with grant requirements.
4. Assist in monitoring country performance to ensure full compliance with financial and M&E requirements
5. Prepares end-of-project narrative reports.
6. Conducts periodic field visits to insure that projects are implemented according to design.
7. Assists with quarterly monitoring reports, and ensures all data is entered accurately into Salesforce.
8. Collects and disseminates program data needed for specific funding opportunities with members of the COH Development team, specifically *feedOne* requirements.
9. Assists the Creative Communications department in coordinating reporting on International Program.
10. Works with Field Operations Directors and the Program Effectiveness team to develop concept papers and prepare proposals to major donors.
11. Provides technical assistance and support to National Offices as needed.
12. Assists National Offices with preparation of annual operational plans.
13. Analyzes, researches and is familiar with each program country's political and economic landscape, identifying opportunities and threats for COH.
14. Identifies and follows up on opportunities for growth and program development.
15. Nurture relationships with existing or prospective donors through personal contact, emails, letters and phone calls as directed.
16. Other tasks and responsibilities as assigned by supervisor.

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's degree or equivalent in International Development, Economics, International Business, Intercultural Studies, Public Policy or other related fields.
2. 2+ years of relevant work experience required; international experience strongly preferred.
3. Experience managing multiple projects simultaneously and meeting deadlines.
4. Excellent writing and communication skills in English.
5. Self-driven, passionate, and able to work under demanding circumstances.
6. Willingness to travel both domestically and internationally as needed.
7. Cultural understanding and respect is required to handle sensitive cultural issues and maintain international relationships.
8. Advanced computer knowledge and experience with MS Office and Google Office; experience with Salesforce or other online databases preferred.
9. Fluency in African languages, French or Spanish a plus.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies

12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** This position may supervise interns or volunteers as necessary.

Created: April 12, 2016