



**Title:** Project Coordinator

**Department:** International Program

**Reports to:** Disaster Services Director

**Schedule:** Regular, Full-time

**FLSA:** Exempt

**Ministry Function:**

The Project Coordinator supports the ministry of Convoy of Hope (COH) by serving as a deployable member of the International Disaster Response team, while also supporting project coordination specific to agriculture programming.

**Essential Duties and Responsibilities:**

1. Deploy as part of a response team to support response operations on the field, at times managing the response independent of other international disaster personnel.
2. Work with field partners, determined by IP leadership, to ensure operational efficiency and accurate reporting.
3. Serve in the Convoy of Hope Operations Center (COHOC) during active responses, as needed. COHOC duties include: assisting with inbound inquiries, offers, and requests, as well as helping to manage and disseminate inbound field data and information.
4. Work interdepartmentally to ensure deployment operations are carried out with efficiency and accuracy.
5. Input international disaster response and program data in situation reports and Salesforce, as needed.
6. Assist with preparation of disaster response training materials as needed.
7. Facilitate the coordination of assigned agriculture projects.
8. Track agriculture project deliverables, maintain quality assurance and provide ongoing assigned project status reports.
9. Within the scope of project coordination, engage in problem solving to troubleshoot issues and address barriers to project implementation, execution and completion.
10. Based on project needs, provide project data to Monitoring and Evaluation.

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

1. Bachelor's degree in international development or relevant field required
2. 2+ years of work experience required; international experienced preferred
3. A self starter, highly motivated, communicative and collaborative
4. Excellent writing and communication skills; demonstrated ability in producing high quality written materials (e.g. training manuals, curriculum, research reports)

5. Willingness to travel internationally, including disaster sites that may present with difficult living conditions and traumatic scenes.
6. Fluency in a second language preferred
7. Advanced computer knowledge and experience with MS Office and Google Office
8. A learner who practices self development (individual and professional)
9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies
11. 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:** No supervisory responsibilities.