

Role description: Project Coordinator  
Reports to: Casework and Campaigns Manager  
Salary: \$50,000-\$60,000 per year depending on experience  
Vacation: 25 paid days per year  
Contract type: 2 year fixed term contract  
Location: Flexible, but must be US-based  
Benefits: Competitive healthcare insurance

Humanists International - the representative body of the global humanist movement - has been awarded a multi-year grant to deliver capacity-building support to local partners in South Asia.

We are seeking an experienced professional capable of coordinating the implementation of a multifaceted program of work for a period of 18-months.

The goals of our project "IDEAS South Asia" are captured in its own name. We want to "increase diversity, equality, and security in South Asia", empowering humanist groups and individuals in the region. In line with the grant objectives, the main strains of change for this project are: security (of activists), cooperation (inside/outside the humanist community), awareness (on the discrimination faced by the non religious), reputation and resources (of humanist organizations). With a series of tailored training events on safety, communications, advocacy and membership we will work to strengthen the capacities of our network of humanist organisations in the region. Our sub-granting program will allow our members to conduct projects and campaigns tailored to their needs and specific socio-political context. A special focus will be dedicated to gender equality and to interbelief dialogue, because we understand the importance of a pluralist and diverse approach when it comes to combating discrimination, harassment and abuses against any religious or belief minorities.

The Project Coordinator will be based in the US, working closely with the European-based staff of Humanists International, and our delivery partners in South Asia. As such this position will require someone who can work flexibly to accommodate time-zone differences.

This position will involve some international travel.

Reporting to Humanists International's Casework and Campaigns Manager, the Project Coordinator, will be responsible for:

- advising, mentoring and assisting the team and local partners to deliver the project's objectives
- program implementation, planning and monitoring, administration, fiscal management
- providing support, capacity building and mentoring to local partners to ensure adequate administrative procedures, policies (incl. HR policies, safeguarding, anti-bribery, anti-corruption, equal opportunities) and systems (incl. financial management systems) are in place.
- Ensuring that program activities in South Asia are implemented according to timelines, agreed budgets, and standards of quality expected by Humanists International, our partners and funders.
- Organising all logistics associated with program activities.
- Working with Humanists International and others to ensure rigorous monitoring of program activities and outcomes.
- Maintaining good working relationships with all relevant stakeholders.
- The candidate will be expected to hold monthly meetings with relevant team members to update them on the status of the project.
- Coordinating the logistics of meetings, training, and all events of the project
- Arranging travel and accommodation for trainers, staff and participants
- Interacting with all internal and external stakeholders of the project and keeping good relationship with them
- Keeping track of the spending and producing detailed financial reports
- Schedule and lead monthly meetings with the relevant team members
- Evaluating the grant applications for the subgrant program and awarding grants
- Being the point of contact responsible for the enacting of emergency protocols
- Assessing the risk attached to any part of the project and enabling any contingency plan
- Ensuring the safety of all participants by implementing the planned safety measures
- Ensuring rigorous monitoring and evaluation of project activities and outcomes
- Ensuring that program activities are implemented according to timelines, agreed budgets, and standards of quality expected
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Candidates should:

## **Essential**

- Experience in program coordination, implementation, monitoring and evaluation and grant reporting of complex programs
- Including in methods such as: Key Informant Interviews, Most Significant Change, Proven analytical skills
- Experience monitoring budgets, report on variances, and highlight concerns
- Excellent organisational skills and ability to multitask and work to deadlines
- Proven strength in facilitating collaboration and collaborative ways of working both as part of an internal team and with external stakeholders and partners

## **Desirable**

- Experience of managing budgets of around \$500,000
- Hold a bachelor's degree in a relevant field.
- Project management qualification, desirable
- work planning, budgeting and financial management
- A strong understanding of and interest in humanism, community-based approaches and capacity building.
- Experience working in the humanist or non-religious community, ideally internationally.