

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
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 12-18 months.

The program

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 organizations 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 role

Reporting to Humanists International's Casework and Campaigns Manager, the Project Coordinator, will be responsible for all aspects of program implementation, planning, monitoring, administration and fiscal management, including:

- Coordinating, advising, mentoring and assisting the team, contractors and local partners to deliver the program's objectives on time, and within budget
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- 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.
- Organizing all logistics associated with program activities, including arranging travel and accommodation.
- Ensuring rigorous monitoring and evaluation of project 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.
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- Keeping track of the spending and producing detailed financial reports
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- 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

The Project Coordinator will be based in the US, working closely with the largely 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.

About you

You will be:

- Able to manage a diverse workload independently
- A critical thinker, decisive and proactive problem solver
- Passionate about human rights, diversity and inclusion
- Culturally sensitive
- Adaptable and flexible

Successful candidates will meet the following criteria:

Essential

- Experience in program coordination, implementation, particularly 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, reporting on variances, and highlighting concerns
- Experience of 2 CFR 200 regulations
- Excellent organizational 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
- 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.