

**THE PRESBYTERIAN CHURCH IN CANADA
LIFE AND MISSION AGENCY
Presbyterian World Service and Development**

Senior Program Coordinator

Full time, permanent

PWS&D is the development, relief and refugee sponsorship agency of The Presbyterian Church in Canada with a budget of over \$4 million in 2017. PWS&D responds with partners overseas and Canadians here at home to help communities overcome poverty, recover from emergency situations and provide new futures for vulnerable people. PWS&D works with churches and local organizations seeking to transform their communities by addressing the root causes of poverty and injustice, seeking peace and sustainable development through programs in the areas of food security, sustainable livelihoods, health, peace and human rights.

Job Summary:

Reporting to the Director of PWS&D, the Senior Program Coordinator is responsible for leading the management of PWS&D's development and relief programs, providing expertise to the program team with respect to program management, and leadership related to program analysis for thematic and geographic allocations. The Senior Program Coordinator is responsible for leading the coordination, execution and evaluation of government funded programs through Global Affairs Canada (GAC). The Senior Program Coordinator is responsible for conceptualizing and actualizing new government funded proposals to generate and grow revenue streams for PWS&D. The candidate represents the organization at ecumenical forums such as Canadian Foodgrains Bank, ACT Alliance, and others as needed. The incumbent will oversee PWS&D's disaster response initiatives to ensure that immediate relief and longer term rehabilitation is carried out and reported on effectively. The candidate will also have direct project management responsibilities. The Senior Program Coordinator will be an articulate and passionate spokesperson about the work of PWS&D with the constituency, ecumenical community and other stakeholders.

| Work Function Areas | Tasks and Responsibilities: |
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| Program Management | <input type="checkbox"/> Provide leadership in program management and coordination of PWS&D's international development and relief program portfolio |
| | <input type="checkbox"/> Oversee the program budget and coordinate all aspects of development and relief programming including ensuring accountability systems are in place for all partners, and that planning and reporting on results is effectively carried out. |
| | <input type="checkbox"/> Lead a program team and mentor Program Coordinators as needed. |
| | <input type="checkbox"/> Conduct regular meetings with PWS&D program staff to monitor and support relief and development programs where needed. |
| | <input type="checkbox"/> Manage the partnership agreement with Global Affairs Canada (GAC) – plan, negotiate and execute all aspects of the submission and administration of government funded programs. Lead PWS&D Program Coordinators in ensuring that reporting requirements are met by PWS&D and its partners according to GAC contribution agreement requirements |
| | <input type="checkbox"/> Ensure strategic regional and thematic program development for all PWS&D programs. Work closely with the Director and program team to develop a long-term plan for development and relief programming that is in line with PWS&D's overall strategic plan. |

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| | <ul style="list-style-type: none"> □ Have a clear understanding of PWS&D equity at Canadian Foodgrains Bank (CFGFB) and strategize ways to best leverage and spend those funds. Prepare project proposals for food security, food assistance and nutrition projects for CFGFB funding. |
| | <ul style="list-style-type: none"> □ Report to the Director on the progress of relief and development programs and make recommendations for improvements in processes to achieve results. |
| | <ul style="list-style-type: none"> □ Ensure that PWS&D programs are carried out according to PWS&D priorities and policies. Assist in developing appropriate policies for development and relief programs. |
| | <ul style="list-style-type: none"> □ Travel to current and potentially new project areas. Monitor compliance with contribution agreements, plan evaluations, identify new partner organizations, network with other donor agencies and consultants as needed. |
| Disaster Response | <ul style="list-style-type: none"> □ Manage, provide analysis and leadership for all disaster responses for PWS&D – through coalitions such as ACT Alliance and CFGFB and directly with overseas partners. |
| | <ul style="list-style-type: none"> □ Identify where PWS&D should direct its relief funds and seek approval for allocations as needed. |
| | <ul style="list-style-type: none"> □ Ensure full and balanced use of relief funds and provide analysis of use of relief funds to the Director and the Committee. |
| Financial Management | <ul style="list-style-type: none"> □ In consultation with Program Coordinator for Finance/Administration monitor the financial accountability of government funds entrusted to overseas partners. |
| | <ul style="list-style-type: none"> □ Plan annual development and relief program budgets and ensure effective use of resources available for programs. |
| | <ul style="list-style-type: none"> □ Advise the Director on strategic allocation of financial resources for thematically and geographically balanced programs. |
| | <ul style="list-style-type: none"> □ Review all financial reports to be presented to GAC to ensure accuracy of information. |
| Consultation/Networking | <ul style="list-style-type: none"> □ Maintain a positive relationship with GAC and PWS&D's designated GAC officer. |
| | <ul style="list-style-type: none"> □ Pursue all available avenues of funding at GAC and with other potential back donor funders. |
| | <ul style="list-style-type: none"> □ Develop linkages with potential partner organizations overseas to seek programming opportunities. |
| | <ul style="list-style-type: none"> □ Seek opportunities to collaborate with other agencies on joint project proposals. |
| | <ul style="list-style-type: none"> □ Develop close collaborative relations with other CFGFB member organizations for the purpose of joint funding of projects. |
| | <ul style="list-style-type: none"> □ Maintain a positive and professional image of PWS&D to individuals, congregations, organizations, government representatives and all other stakeholders. |
| Administration | <ul style="list-style-type: none"> □ Prepare recommendations for the PWS&D Director and committee for funding approvals. |
| | <ul style="list-style-type: none"> □ Prepare regular updates for the Director and committee on the current programming. |

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| | <input type="checkbox"/> Research and keep abreast of developments in the field of relief and development programming. |
| Other Duties | <input type="checkbox"/> Represent PWS&D at speaking engagements in churches and with various stakeholders as requested by the Director. |
| | <input type="checkbox"/> Communicate program results to stakeholders and supporters through the preparation and delivery of effective presentations and reflections. |
| | <input type="checkbox"/> Perform other duties as required by the Director. |

Position Requirements:

- A graduate degree in international development studies, project management, or a comparable field.
- A minimum of five years of proven experience in a development and relief organization with program management skills, knowledge of results-based management (RBM) tools and supervision and coordination of major development and relief programs.
- Overseas experience in managing development and/or relief programs. Expertise in agriculture and food security programming in developing countries.
- Demonstrated cultural sensitivity and adaptability in various global contexts.
- Demonstrated experience in problem solving and program analytics.
- Demonstrated success in preparing proposals and reports for government-funded programs.
- Ability to identify and respond effectively to needs and requests from various stakeholders including colleagues, ecumenical and international partners and the constituency where coordination of efforts is required
- A relationship builder. Excellence in creative, engaging and meaningful communication with individuals and groups, including public speaking.
- Ability to travel internationally, in physically challenging contexts in developing countries.
- Ability to work with a high degree of independence and responsibility.
- Advanced computer proficiency including Excel and ability to use such tools creatively to convey information to the Director, the Committee and other stakeholders.
- Well organized, accurate and efficient. Able to coordinate and meet deadlines.
- Knowledge and respect for the beliefs, structure, programs and polity of The Presbyterian Church in Canada.
- Ability to interact with all members of the community of The Presbyterian Church in Canada cheerfully, enthusiastically, courteously, patiently and with discretion.
- Demonstrated skills in diplomacy and tact. Ability to represent PWS&D and its interests in a variety of contexts including with the Presbyterian constituency, ecumenical organizations, government and elected officials.
- Fluency in another language, Spanish or French, an asset.
- Legally eligible to work in Canada.
- Clean Criminal Records Check - Vulnerable Sector

January 2017