

Project Coordinator Position Description



About CCIH

CCIH, www.ccih.org, is a membership association consisting of Christian organizations, secular or interfaith affiliated organizations and individual members across the globe. CCIH staff are inspired by our Christian faith and our values and committed to evidence-based practice. CCIH envisions a world where all have access to quality healthcare and prevention services. [CCIH staff are committed to the mission, vision and values of the organization](#). CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community and with U.S. policymakers. We are financed by membership dues and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Program Director.

POSITION DESCRIPTION

The Project Coordinator serves as staff for CCIH grants focused on maternal, newborn and child health (MNCH) and family planning (FP) in 6 different countries on USAID-funded grants. This is a full-time position. The primary responsibilities of the Project Coordinator are tracking and monitoring the project activities of the subgrantees against the goals of the overall grant. They include, but are not limited to, the following principal activities: regular communications with the subgrantees, including monthly check-in calls; monthly, quarterly and annual reporting; participation in planning meetings and DC-based briefings; assisting the Program Director with logistics for meetings and events.

RESPONSIBILITIES

- Tracking and monitoring project activities of subgrantees against goals of overall grant.
- Communication/Logistics with subgrantees on their grant agreements and requirements, project activities, including at least monthly check-in video calls, occasional in-person meetings, etc.
- Ensuring timely disbursement of subgrantee funding.
- Monitoring budget expenditures.
- Communicating with donors and writing monthly, quarterly, and annual reports to donor outlining grant activities and successes (reporting differs by funder).
- Participation in planning for the annual CCIH Conference, including planning for grant-related activities and attendance and support staff at the Conference.
- Occasional attendance at DC-based meetings and reporting out to subgrantees and the CCIH Network.
- Working with the team on business development.
- Analyze data and write evaluation reports.
- Knowledge management: manage knowledge sharing tools and relationships internally and externally with project partners and external stakeholders for project activities and sharing globally.
- Staff point person for the Community Based Primary Care Working Group and Health of Women & Children Working Groups.

WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, online, and occasionally in person when needed.
- Project Coordinator is expected to provide own office environment (desk, chair, internet, etc); CCIH will provide office supplies; CCIH will provide a computer and printer for the duration of employment, that must be returned to CCIH at the conclusion of employment.
- International travel --- approximately 2-6 trips per year. Length of travel will vary.
- This is primarily a grant-funded position, with multiple grants.

REQUIREMENTS

- Bachelors and (ideally) Masters in international development or public health
- Ability to work in faith-based settings, with Christian and other religious leaders
- Demonstrated understanding of key issues in global health, particularly MNCH/FP
- 3+ years' experience in project coordination/monitoring & evaluation.
- Valid passport for international travel
- 1+ years experience traveling and working in urban and rural locations in low- and middle-income countries
- Excellent English written and oral communication skills.
- Advanced computer skills (MS Office applications, Google Platform).
- 1+ years experience with narrative and budget reporting (under USAID-funded grants preferred).
- Ability to lift and move boxes or materials weighing up to 25 pounds (The team works together in setting up for the Annual Conference; moving materials while traveling.)

ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- Detail orientation.
- Motivated self-starter with the ability to manage tasks with limited supervision in a timely manner.
- Professional demeanor and proven ability to work well with diverse groups of people.
- A team player who takes pride in his/her integrity and will represent CCIH and our members honestly.
- Experience in proposal writing and pursuit of grant funding.
- Social media adeptness.
- Understanding of basic business processes of a membership organization.
- Mission and service motivation.

TO APPLY:

Submit a cover letter (with salary expectation), resume, and 2-page writing sample to jobs@ccih.org. Incomplete applications will not be considered.

You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.

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