

# Project Coordinator Position Description



## About CCIH

CCIH, [www.ccih.org](http://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 a dual role in coordinating CCIH grants and monitoring and evaluation. This is a full-time position. The primary responsibilities of the Project Coordinator are tracking and monitoring the project activities of CCIH projects and subgrantees against goals. The coordinator will communicate with CCIH members, partners, and subgrantees; analyze data and results and draft reports for funders, members and the public; and participate in briefings.

## RESPONSIBILITIES

- Track and monitor project activities of subgrantees against goals of overall grant. Ensure compliance with all monitoring, evaluation, and learning activities; including indicator creation and completion.
- Help design and conduct data collection using qualitative and quantitative approaches.
- 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 share globally.
- 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.
- Communicate with donors and write monthly, quarterly, and annual reports to the donor outlining grant activities and successes (reporting differs by funder).
- Attend coalition/working group meetings and report out to subgrantees and the CCIH network.
- Work with the CCIH team on business development.
- Serve as staff point person for one or more CCIH Working Groups.
- Participate in planning for the annual CCIH Conference, including planning for grant-related activities and attend and support staff at the Conference.
- Support the Program Director with logistics for meetings, reporting and communications.
- Other activities as assigned that support CCIH's mission and services.

## WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, online, and occasionally in person.
- Project Coordinator is expected to provide his/her 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 2-4 trips per year. Length of travel will vary and is dependent upon COVID19.
- This is primarily a grant-funded position, with multiple grants.

## REQUIREMENTS

- Bachelors and (ideally) Masters in international development or public health, or comparable training or experience.
- Desire 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.
- Must be a U.S. citizen or a foreign citizen authorized to legally work in the United States (those residing outside of the US must be US Citizens)

## ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- French speaking or another language desired
- Experience with USAID-funded projects
- Data analysis using basic or advanced statistics
- Experience with data collection tools and strategies including mobile platforms, survey and focus group design/execution
- Experience with project management systems (e.g. Sharepoint, Asana).
- Detail orientation
- Motivated self-starter with 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 integrity and will represent CCIH and our members honestly
- Experience in proposal writing and pursuit of grant funding
- Understanding of basic business processes of a membership organization
- Mission and service motivation
- Social media adeptness
- Authorized to work in the United States.

## TO APPLY:

Submit a cover letter (with salary expectation and how you found out about this position), resume, and a 2-page writing sample to [jobs@ccih.org](mailto: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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