

Title: Program Coordinator

Location: Ottawa

Position type: Contract Full-time (1 year with option of renewal)

Start date: Immediate

The Humanitarian Coalition (HC) comprises ten Canadian non-governmental agencies, including Action Against Hunger, Canadian Foodgrains Bank, Canadian Lutheran World Relief, CARE Canada, Humanity & Inclusion, Islamic Relief Canada, Oxfam Canada, Oxfam-Québec, Plan International Canada and Save the Children Canada. Collectively they bring decades of experience in humanitarian assistance, aid and development to undertake united emergency appeals and implement projects funded by the Canadian Humanitarian Assistance Fund (CHAF). The Humanitarian Coalition and its members have developed a joint emergency appeal mechanism and capacity in Canada to provide donors with an easy way to give, educate the Canadian public, strengthen the humanitarian response sector and make a substantive contribution to reducing the suffering and affirming the rights of those affected by humanitarian crises.

The Humanitarian Coalition is a separate legal entity from the member agencies, tasked with fundraising during major humanitarian emergencies and coordinating initiatives for the improvement of Canadian humanitarian response. The Humanitarian Coalition does not operate any programs overseas itself, but maintains extensive project-cycle management for projects funded through its member organisations.

1. SCOPE OF POSITION

Working directly with the Humanitarian Coalition's Executive Director, the Program Coordinator coordinates the HC's program-related activities (via member agencies) and supports the HC Program Committee. This position is an essential part of our team, at the forefront of the organization's coordination among membership agencies, supporting funding allocations and ensuring that the member agencies' program commitments align with Global Affairs Canada (GAC) guidelines and requirements. As they work within a small team, the title holder will be entrepreneurial and enthusiastic

about taking on a variety of tasks and will take pride in seeing them through. They have superior written and verbal English, conversational French, a range of experience with humanitarian programming, excellent coordination experience, and experience with office management and tools.

The ideal candidate is determined to make a difference in the Canadian humanitarian sector, will have a track record for innovative thinking, perform well under stressful situations and be willing to do what it takes to get a job done. They will have a history of achievement, ability to build consensus and be driven by a desire to see ambitious projects through to completion.

The position offers the post-holder an opportunity to work with some of the key Canadian humanitarian organizations and gain a better understanding of the sector in Canada.

2. RESPONSIBILITIES

All of the following tasks are assigned to the Humanitarian Coalition Program Coordinator, with the time commitments provided serving as general indicators. These may vary over any given period according to priorities.

Coordination (50%)

- Oversee and coordinate all elements of the Canadian Humanitarian Assistance Fund (CHAF), funded by GAC. This includes but is not limited to supporting members in implementing CHAF funding guidelines, supporting funding decisions, drafting disaster response strategies, etc.
- Coordinate with the members on key decisions related to GAC-supported Matching Funds and the Canadian Humanitarian Assistance Fund
- Represent the membership in meetings with Global Affairs Canada and other key stakeholders
- Responsible for ensuring all member agencies are following the grant-cycle management procedures for projects funded by the Humanitarian Coalition

(Project proposals, Funding agreements, etc.). This includes maintaining up to date Member project tracking and information;

- Track financial disbursements to members;
- Support and coordinate all Humanitarian Coalition Program Committee activities, including planning and leading meetings and circulating meeting minutes;
- Prepare and maintain reports that keep management, board and members abreast of updates and significant issues concerning the development and delivery of programs and services;

Programs (25%)

- Ensure that narrative and financial reports are prepared accurately in consultation with Humanitarian Coalition members. This applies both to reports received from members or prepared by the Humanitarian Coalition for Global Affairs Canada (GAC);
- Lead and support all Monitoring and Evaluation activities for reporting on projects funded through HC mechanisms and appeal funding, including consultant selection, mission planning and support;
- Possible new business development / proposal writing
- Represent the Humanitarian Coalition where required – including during HRN meetings and at events; make presentations on the Humanitarian Coalition and relevant program-related subjects as required; maintain good relations with the Canadian humanitarian sector 'at-large' (incl. GAC, academia, etc.).

Communications Support (10%)

- Provide program-related content for use on the website and in communications activities

Special projects (15%)

- Support role during launch of Humanitarian Coalition appeals (including but not limited to support for communications, vendor management, member relations, volunteer outreach, etc.)
- Special initiatives as required during Humanitarian Coalition

- Lead or assist in organizing periodic workshops and presentations;
- Other special projects as determined by the Executive Director.

3. QUALIFICATIONS, SKILLS AND ATTRIBUTES

- Fluent English and conversational French is required;
- Demonstrated planning and execution skills in a multi-tasking environment;
- Demonstrated ability to coordinate a diverse group of actors;
- Humanitarian program experience and knowledge (minimum 2 years);
- Experience with Global Affairs Canada
- Knowledge and familiarity with Canadian non-profit and humanitarian community;
- Experience with general office management;
- Knowledge of financial analysis tools, administrative processes and procedures;
- Excellent computer literacy including Internet, Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Excellent customer service and relationship management skills;
- Superior written and verbal communication skills;
- Demonstrated capacity to work independently and in a team environment;
- Solution-oriented and strong problem-solving skills.

4. HOW TO APPLY

Submit application, including CV and Cover Letter, to careers@humanitariancoalition.ca

Position will be filled as soon as suitable candidate is found.

All applicants must be eligible to work in Canada.

We thank all applicants in advance, however, only those selected for an interview will be contacted.