



## **Program Coordinator**

### **Job Description**

Inclusive Development Partners (IDP) is a unique small business whose work focuses on three key areas: 1) Policy and System Strengthening, 2) Research and Evaluation, 3) Training and Technical Capacity. IDP's collective knowledge of disability, inclusive development, and systems change reflects decades of work designing evidence-based, empirical programs that meet the policy and practical objectives of our clients. IDP's founding partners have technical expertise in a wide range of issues related to disability-inclusive development, such as inclusive education, policy, systems change, community engagement, gender, research and evaluation, and collaborating and supporting local stakeholders.

#### **Specific Responsibilities:**

This position is responsible for a wide range of administrative, financial, coordination, and operational project and proposal support tasks, as well as conducting relevant research, evaluation, and implementation activities in the field. Specific responsibilities include:

#### **Project-Specific Operations and Coordination:**

- Work with the Program Managers to coordinate all phases of project implementation, from project start-up to close out with a focus on operational and financial tasks, including:
  - Identify and support the on-boarding of all consultants, including gathering of biodata verification documents, establishing daily rate, and establishing contracts
  - Support the creation invoices and reconciliations to send to clients/prime contractors, including the management of all supporting documentation in line with donor requirements
  - Providing supporting documentation for project managers' invoicing and reconciliation of financial documents as needed
- Assist with developing and maintaining project management schedules, work plans, and other general project management resources and tools.
- Assist with maintaining project budgets, provide supporting documentation for expenses on a monthly basis through QuickBooks software, and helping to design and implement strategies that address financial performance issues and help to identify risk.
- Support preparing travel and consultant approval requests, information for contract modification requests, and other actions for submission to clients.

- Support the development of regular reporting to donors, including producing initial drafts and overseeing revisions by other team members.

### **IDP-Specific Operations and Coordination**

- Reviewing IDP credit card statement and facilitating IDP staff review and adding receipts
- Coordinate with IDP research assistants in collaboration with various universities to support students' personal and professional development.
- Coordinate knowledge management and communication tools

### **Project-Specific Technical Support:**

- Support the development of technical tools and protocols, conduct literature reviews, assist with data collection and analysis, and support the development and implementation of training partners in the field.
- Coordinate with implementing partners and subcontractors based globally, including ensuring alignment with project deliverables, and implementation activities, reporting, and knowledge sharing.
- Review tools, trainings, technical documents and reports for technical input and edit as needed. Coordinate the production of specific technical documents or reports according to expertise as assigned.
- Present research, evaluation, or programmatic findings at conferences, communities of practice, or other relevant events as opportunities arise.

### **Proposal-Specific Support**

- Identify capture opportunities in review and consultation with other IDP staff
- Conduct desk-based research on technical context related to prospects, implementing partner history, and consultant availability
- Assist in the preparation proposal documents including financial and budget documents, supporting documentation, and technical support.
- Coordinate and manage supporting documentation required for proposal submission

### **Essential Qualifications**

- Minimum of a Bachelor's degree in special education, inclusive education, international development, social sciences, or a related field (Master's degree preferred)
- Minimum of 4-6 years of progressively responsible professional work experience in one or more of the following fields: ○ International development ○ International Education ○ Program management
- Strong technical knowledge around the rights of persons with disabilities, inclusive education, teacher training, international educational development, or related topics

- Excellent writing and analytical skills, including the ability to take leadership in developing lengthy, detailed reports for donors
- Excellent self-management skills, including the ability to manage competing responsibilities under tight timelines
- Demonstrated experience working on one or more projects while simultaneously providing support to proposals
- Strong knowledge of donor/client requirements and how to apply them to project management including financial oversight and compliance
- Strong communication skills, including engaging with a fully remote team of staff and consultants on a daily basis
- Willingness to travel overseas for short-term assignments (estimated 5-10% and COVID dependent)
- English language fluency (written and spoken)
- Be able to provide proof of ability to legally work within the United States

### **Preferred Qualifications**

- Prior experience working for USAID-funded projects, particularly in similar project coordination positions with an understanding of USAID compliance and regulations
- Prior experience supporting the development of reports for international development donors with evaluation reports being an asset
- Strong knowledge of international project budgets, workplans, and other operational requirements
- Experience working with other marginalized groups, including issues related to gender, ethnic minorities or LGBTI populations
- Language proficiency in French, Spanish, or Arabic

IDP is an equal opportunity employer. Persons with a disability are encouraged to apply.

This position will be based remotely within the United States. Successful applicants are expected to have adequate workspace and access to quality internet.

Interested applicants should submit their CV, a cover letter and two writing samples to [info@inclusivedevpartners.com](mailto:info@inclusivedevpartners.com) by June 9, 2023.