



## POSITION DESCRIPTION PROGRAM COORDINATOR OF SOUTHEAST ASIA

Department: Global Operations Team  
Reports to: Regional Director of Southeast Asia  
Office base: Salcedo Village, Makati, Metro Manila, Philippines  
FLSA Status: Full-time, contracted  
Starting date: December 1<sup>st</sup>, 2019 (flexible)

**Summary:** Responsible for implementing the Partners Worldwide vision, mission, and model in Southeast Asia in order to build up permanent local capacity that catalyzes entrepreneurs and job creators and celebrates business as a calling to do God's work. Partners Worldwide is seeking an individual who can work in Salcedo Village, Makati, Metro Manila, within the Partners Worldwide regional office. This person will assist and report directly to the Regional Director of Southeast Asia and will actively collaborate with other members of the Southeast Asia operations team (current focus on Philippines, Indonesia, and Myanmar) and the global support office Development, MarCom, Finance, and Operations teams in various projects and ongoing duties.

### **Essential Duties & Responsibilities:**

#### **Program Coordination**

- Assist the Regional Director of Southeast Asia (SEA) in the management of the following:
  - Weekly regional staff meetings, including the recording and filing of meeting minutes and action items
  - SEA Regional Advisory Board management, including preparation and implementation for advisory board meetings, communication and board reporting, legal documentation, and recording and filing of minutes and action items
  - SEA regional strategic plan, annual plans and budgets, and impact/metrics tracking at the regional, country, and partnership levels
- Coordinate short-term and recurring operational program projects as assigned, including, but not limited to, the outsourced translation of the curriculum or other tools
- Actively participate with the SEA regional team to provide recommendations to strengthen tools and efficiency of the organization, strategic activities and operations

#### **Donor Development & Business Affiliate Team Engagement**

- Assist Regional Director in donor development and volunteer team engagement:
  - Grant applications, funding requests, and reports: As assigned, assist in the writing, editing, proofreading, researching and gathering measurements and impacts (qualitative and quantitative), as well as grant reporting as needed
  - Research and provide ongoing recommendations on funding opportunities, including the criteria and qualifications for the organization (CSR, foundations, churches, individuals, etc.)
  - Manage ongoing Salesforce updates on SEA donor profiles and activities in alignment with the PW Development Team and data management standards
  - Support in managing Salesforce contact profiles for the SEA network and engagement activities to assure data integrity (including new contact profiles, tracking emails, phone calls, texts, meetings, funding proposals, etc.)
- Assist in coordination of Business Affiliate (BA Team) engagement:
  - Set up "Hello PW" events recruiting Business Affiliates (BA Teams), donors, subject-matter experts, and champions. Assist in ongoing engagement, vetting, and onboarding of voluntary BA Teams by direct follow-up with potential participants and managing profiles and contact info with the SEA team



- Assist in coordinating “Exploratory Trips” as needed for emerging BA Teams, including travel logistics, and inviting and communicating with participants
- Orientation / Equipping: Assist in initial BA Team orientation as well as ongoing implementation of programmatic calls for peer-learning and the ongoing equipping of team leaders in collaboration with the PW-SEA staff
- Contribute to PW-SEA marketing/communications in collaboration with the PW-Global marketing team on an as-needed basis, including these formats:
  - eNews content (highlights, prayer requests, etc.)
  - Storywriting and photos
  - Social media content

### **Events**

- Assist in communication, planning, and coordination of Partners Worldwide conferences, events, meetings, workshops, and trips, serving as a liaison to service providers (e.g. bookings, rental space, and coordinating organizational partners and guests)
- Assist in preparing and implementing events (e.g. “Hello PW” informative recruitment meetings, fundraising meetings, workshops, etc.) in a timely manner and within budget

### **Administration**

- On an as-needed basis, manage administrative tasks, including the payment of organizational bills via email, electronic, or cash (e.g. office rent, internet, etc.); bank deposits, post office mailings, packages, etc.
- Support SEA team on monthly expense reports—recording in detail from receipts and email records to an existing Excel template format, on an as-needed basis
- Assist with any other administrative or project tasks, as requested

### **QUALIFICATIONS**

The items listed below are representative of the knowledge, soft skills, and abilities required in this position.

- A sincere Christian faith, life style, and values that are reflected daily.
- Adaptable, innovative, and creative, with experience working in and finding solutions in changing situations.
- Strong interpersonal skills; responsible and motivated to work both independently and as a proactive team member.
- Deep motivation to take initiative, pursue management and administrative responsibilities, and follow-through on plans.
- Professional speaking and written communications skills, and diligence in cross-cultural communication is a must.
- Bilingual fluency in Tagalog and English.

### **EDUCATION AND WORK EXPERIENCE**

The items listed below include educational and professional experience, and technical skills needed to fulfill this position:

- University/college graduate in administration, business management, business communication, or any other related degree from an accredited education institution.
- 5+ years minimum experience and demonstrated competence working in operations, administration, or project/program coordination or management within the private business, non-profit, or governmental sectors.



- Experience in fundraising, grant or proposal writing, research, and/or project reporting.
- Experience in volunteer recruitment, orientation, and team coordination.
- Experience in events planning and management is a plus.
- Full proficiency with Microsoft Excel and Word, and experience in or willingness to learn additional tools (including Salesforce, Outlook, SharePoint and OneDrive, PowerPoint, Skype, and other systems).

### **PHYSICAL DEMANDS**

This position is in an office-based work environment. Physical demands may include short project errands within Metro Manila as well as meetings with various stakeholders (via vehicle or preferred means of transportation) and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adjustments can be made in scheduling office hours, due to various Partners Worldwide weekend or evening events, meetings, or work travel commitments. This will be adjusted as needed on a regular basis, with the approval of your direct supervisor.

### **HOW TO APPLY**

To apply to this position, please send your resume/CV and cover letter to Jacqueline Klamer at [jacquelinek@partnersworldwide.org](mailto:jacquelinek@partnersworldwide.org) by November 1<sup>st</sup>, 2019. Please include "Program Coordinator of Southeast Asia" in the email subject line.