



## **Job Description Program Coordinator**

School-to-School International (STS) is a non-profit organization based in the San Francisco Bay Area that seeks to transform education and school health in developing countries so that every child can succeed in school. For over a decade, we have partnered with individuals, government ministries, non-governmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We currently have projects in 20 countries across the globe and provide assistance in program evaluation and student learning assessment, curriculum and training, and education policy and strategy.

STS seeks a **Program Coordinator** (PC) to provide support to Program Managers in the execution of their projects. The PC may also provide support to the STS President, the Operations Director, and the Business Development Director, as well as respond to requests made by STS management on an as-needed basis.

### **Responsibilities include:**

- **Program Management:** supports tracking of project activities and deliverables and products, provides direct client support when needed, maintains project files and contact sheet, provides logistical and technical support to the project.
- **Financial management:** updates pipelines and actuals, informing clients of obligation burn rates and increases, leads invoicing for the project, prepares consultant invoices and expense reports for approval and payment, leads procurement for project needs, and produces financial reports.
- **Contract management:** Works with the Program Manager to ensure contract compliance. As requested, prepares and reviews institutional contracts, prepares and manages consultant contracts, drafts scopes of work, pays consultants, and provides administrative support to STS staff and consultants (e.g., making travel arrangements).
- **Other duties as assigned.**

### **Qualifications:**

- Bachelor's degree in international development, global studies, economics, statistics, research methods, or another related field required.
- 2-3 years' professional experience working in international development required. A focus on international education is desirable.
- Experience with USAID rules and regulations and/or USAID project management preferred.
- Experience with data collection or survey administration in developing countries including budgeting, logistics, and implementation support desired.
- Experience managing remote consultants including drafting scopes of work, tracking invoices, processing payments, and monitoring deliverables.

- Spoken and written fluency in English required.
- Spoken and written fluency in French preferred.

The Program Coordinator may serve as a member of numerous project teams and supports those teams through their Program Managers.

**CVs and cover letters should be submitted to [info@sts-international.org](mailto:info@sts-international.org) with the subject line "Program Coordinator."**

**STS's home office is in Pacifica, California, however, this position may be based remotely depending on the preference of the selected candidate.**