

International Programs Coordinator: EduDeo Ministries

Do you have a heart for seeing local communities lead their own development? Do you have strong relationship-building skills across cultures? Do you pair your interpersonal skills with strong administrative, communication and planning skills? If this sounds like you, come join our team!

Position:	International Programs Coordinator
Classification:	Salary – Full Time
Reports to:	International Partnerships Director
Preferred Start Date:	December 4, 2023
Location:	Ideally working out of our Hamilton, ON office or working remotely within Canada
Benefits:	Competitive salary and benefits plan

Success Profile:

You will serve the entire International Partnerships Team (IPT) with excellence in planning, monitoring, and evaluation of programs. From beginning to end, your involvement in project planning, logistics, follow-up, and reporting will help both EduDeo and international partners succeed. Your relationship building with volunteers and international leaders will strengthen EduDeo's partnerships with trust, respect, and understanding.

Responsibilities and Duties:

1. International Partnerships: (90%)

- a. Partner communications
 - i. communicate IPT activities and partner stories of impact to staff
 - ii. ensure that international partners are informed of EduDeo activities
- b. International program planning, monitoring and evaluation
 - i. conduct initial review of international partners' annual plans and budget documents
 - ii. facilitate the quarterly reporting cycle with international partners
 - iii. follow-up on project reports
 - iv. participate in annual and multi-year partner evaluations and the implementation of their results
 - v. maintain up-to-date profiles for each international partner
 - vi. share learnings in international education and healthy international development with the EduDeo community
- c. Walking Together program support
 - i. facilitate the onboarding and orientation process for Walking Together workshop facilitators engaging with EduDeo partners
 - ii. coordinate international travel for Walking Together workshop facilitators as directed by program leads

2. Organization: (10%)

- a) Be an active member of the International Partnerships Team.
- b) Be an active participant in team meetings, etc.
- c) Stay up to date with industry best practices, trends, tools, and developments in job-related fields.

- d) Provide assistance, as requested, at various significant organizational events.
- e) Continue to grow through professional development opportunities.
- f) Complete other duties as assigned by the Executive Director.

You're the ideal candidate if you have:

- A strong commitment to Jesus Christ and His church.
- A strong commitment to the vision, mission, values, and goals of EduDeo Ministries.
- High self-motivation, ambition, and adaptability.
- Strong administrative skills.
- A minimum of one year experience in the international development sector, with a demonstrated ability to engage in the planning-monitoring-evaluation cycle of development projects.
- Excellent intercultural communication and sensitivity with a demonstrated ability to work with individuals from a variety of cultural backgrounds.
- The ability to work effectively and collaboratively across departments.
- Strong interpersonal, communicative, and relationship-building skills.
- The ability to speak a second language is an asset (Spanish highly desired).
- Lived experience in the Latin America/Caribbean context is an asset.
- Proficiency with Microsoft Office Suite.
- Flexibility to work some irregular hours, including evenings and some weekends.
- A desire and ability to travel internationally approximately 1 week per year.
- An ability to legally work in Canada.

Job Benefits:

- Competitive sector salary.
- Comprehensive benefits package.
- International Travel.
- Registered Pension Plan with EduDeo contributions equal to 5% of your annual salary.
- Paid vacation and additional paid time off between Christmas and New Year.
- Flexible work-life balance.
- Fun and welcoming culture where team members can bring their authentic selves to work every day and receive the support they need to thrive.

How to Apply:

Requirements: Applicants are requested to submit a cover letter, resume, and a personal statement of faith to careers@edudeo.com. (Applications without all three documents will not be considered.) A range of qualifications are evaluated, including distinguishing characteristics that demonstrate congruence with EduDeo's identity as a Christian mission organization.

Application Deadline: October 31, 2023, or until position is filled.