



Philanthropy Connections

Mission: to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

Job Title	Project Coordinator	Application Deadline	30 th June 2023
Job Location	Chiang Mai, Thailand	Industry	Non-government organisation (NGO)
Employment	Full-time	Report to	Project Team Manager
Hours	40 hours / week	Employment Type	1-year renewable contract

Job Profile

Philanthropy Connections (PCF) is seeking a Project Coordinator (PC) to assist with coordinating project administration, communication and monitoring. The PC may take part in PCF fieldwork in seeking out new projects and monitoring existing projects. The PC will work closely with and report to the Project Team Manager. This position is for Thai nationals only.

Interested applicants should send an email to dj@philanthropyconnections.org that includes a cover letter, CV and references.

Job Description

Project Coordinator responsibilities:

- Work independently and alongside the Project Team Manager (PTM) on the due diligence process to evaluate potential projects
- Provide input to the PTM to reach a final decision on whether or not to partner with a project
- Work with the PTM to establish project goals, monitoring and evaluation standards
- Assist with preparing and coordinating project administrative materials (i.e. project proposals, MOUs, budgets, payment requests, receipts, etc.)
- Facilitate communications between PCF and project partners
- Facilitate communications between other departments at PCF (i.e., for Communications: coordinate for website text, project promotional pictures for social media, etc.)
- Monitor and update the project calendar (i.e., dates for payment, deadlines for submission of report, etc.)
- Prepare visits to projects, and assist with project visits as needed
- Keep the project administration filing system organised and up to date (both electronic and paper)
- Work alongside the PTM to develop and improve project tools and templates
- Be ready to work on additional tasks as needed to ensure the smooth running, organisation and administration of project-related tasks.



Competencies

Qualifications / Experience

- Strong written and spoken English
- Previous experience in project coordination, preferably in the non-profit or community development sector
- Previous experience coordinating multiple projects from start to finish, and ensuring their professional execution and completion
- Previous experience working in an international and cross-cultural environment

Skills

- Good communication and interpersonal skills
- A proven ability to think strategically, analyse critically, and to translate ideas and insights into action through coherent and viable programs and plans
- Project administration, budgeting, monitoring and reporting
- Experience using Word and Excel

Attributes

- Strong inter-personal skills and professional presence
- Able to work in a team, be flexible, diplomatic and a good listener
- Self-motivated and able to work independently when required and to use one's skillset to assist in projects across the board
- Organised and resourceful, and able to meet multiple deadlines and prioritise new tasks as they arise

