

HIMALAYAN CATARACT PROJECT

TITLE: Program Coordinator

REPORTS TO: Senior Program Manager

LOCATION: Vermont (US-based remote work considered for the right candidate)

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout Asian and Sub-Saharan Africa. Thirty-nine million people are needlessly suffering from blindness worldwide, 18 million of whom are blind from treatable cataracts that can be cured with a 10-minute, \$25 surgery. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

The Program Coordinator will backstop the Program team on logistics, data collection, systems development and project management. The ideal candidate will have knowledge and experience in international development and share HCP's passion for supporting local implementing partners to cure needless blindness. The position requires organization, attention to detail, thinking in systems and a focus on finding and building efficiencies.

ESSENTIAL JOB FUNCTIONS:

The Program Coordinator works to advance the organization's Programmatic efforts in support of our mission.

- Process payment requests for training and outreach activities (gathering backup documentation, wire tracking and notification)
- Coordinate the logistics for travel related to Training and Outreach activities (i.e. visas, support letters, medical licensing, travel guides, conference registration, etc)
- Assist in compiling programmatic data for grants, reports and donor info requests
- Work with MEL Manager and program partners to ensure programmatic data is complete and accurate
- Support Programs in grants and partner management in areas including drafting agreements and amendments; support partner sub-recipient monitoring efforts

- Support the Program team in interfacing with Development, Communications, Operations, Procurement, and Finance departments to ensure strong internal coordination of HCP Programs
- Review budget and expense reports from implementing partners for completion and accuracy
- Support meetings, assisting with scheduling, preparation, minutes and requisite follow-up
- Develop content for the website, annual report, social media, email newsletters, and other materials on an as needed basis
- Perform other related duties as necessary

QUALIFICATIONS:

Candidates should possess excellent analytical skills, the ability to write clearly and consistently for a myriad of audiences, excellent time management and interpersonal skills.

- Bachelor's Degree in relevant field
- Minimum of 2 years professional and relevant work experience
- Proficient in Microsoft Office suite, Google suite, and ability to learn new technologies and software quickly
- Highly organized, efficient and self-directed work style
- Ability to successfully build effective relationships with colleagues at all levels
- INGO experience preferred

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in low to middle income countries with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.