

JOB DESCRIPTIONS FOR PROGRAM COORDINATOR

Background:

Rise Up activates women and girls to transform their lives, families, and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up's powerful network of over 600 leaders has impacted 135 million people in Africa, Latin America, South Asia, and the US.

Rise Up's global work advances social justice, education, equity, and opportunity for girls and women in India, Nigeria, Mexico, United States, South Africa, Brazil, and Kenya. Rise Up's work is enabling local visionary leaders in these countries to strengthen their organizations, lead change in their communities, and advance national level impact through improved policies, programs, and funding for women and girls. Rise Up with funding from Cummins will continue this work in South Africa in 2024.

Rise Up seeks an experienced Program Coordinator to launch Rise Up's work in South Africa. Program Coordinators (sometimes referred to as Country Representatives in other geographies) are the focal point for the coordination of all program activities in the country. The person serves as liaison between Rise Up Oakland offices and leaders, subgrantees, and country partners.

Duties include overall program administration and logistics, support for participant recruitment and selection, coordination and implementation of programmatic activities including trainings, and provision of technical assistance and site visits to grantees (please refer to the [Technical Assistance in Rise Up Programming Menu](#) for further details). The Program Coordinator will be responsible for on-going documentation and communications with staff, funders, participants, partners, and vendors. This position will work closely with the Rise Up team and will be expected to join recurring calls with the RU program lead and Program team. Duties and priorities may shift in accordance with program implementation. Consistent job duties include, but are not limited to:

1. Project Coordination

- Coordinate, monitor and evaluate in country programming throughout the duration of the project.
- Liaise and collaborate with local and national partner organizations throughout the project as needed.
- Create a matrix of local civil society and nonprofit organizations in the country working on program specific issues in collaboration with key members of the Rise Up Programs team.
- Coordinate participant outreach, co-interview and help select local civil society and nonprofit leaders from selected areas in country as part of new Rise Up cohorts
- Coordinate Rise Up team travel to the country for workshops and events.
- Provide general administrative support to the project.
- Maintain regular communication via email, WhatsApp, and weekly zoom calls with Rise Up Team members.
- Communicate frequently with fellows from current and previous cohorts to maintain an updated network of participants contact information.
- Participate actively in weekly Program Meetings and check ins with Program Lead.
- Monitor, update and maintain digital documentation on Box and Salesforce.

2. Workshop Coordination

- Organize all training logistics including obtaining quotes and securing training sites, identifying, and coordinating local facilitators (as needed), travel arrangements, room, and board for participants and Rise Up staff for workshops and events in the country.
- Maintain communications with participants and international and regional facilitators
- Coordinate the reimbursement payment for the participants, as necessary.
- Provide monthly written progress reports to Rise Up's Programs Team using appropriate reporting formats.

3. General Technical Assistance

- Work with the Rise Up team to communicate with potential and selected leaders, including answering questions about Rise Up program, logistics, the application process, pre-work and any leader documentation selected leaders are asked to complete during participant outreach, recruitment and selection.
- Support participants with proposal development during the Rise Up Accelerator, alongside other Rise Up staff.
- Follow-up with Rise Up leaders after the Rise Up Accelerator via phone and WhatsApp to provide additional support on advocacy proposal development and learn how they are disseminating lessons they learned in the training with their organizations and networks.
- Share local resources, opportunities, and events with local Rise Up leaders.

4. Technical Assistance in Grantmaking

- Support grantee organizations as they complete grantmaking documentation, fill out forms and submit other required due diligence documents and information.
- Organize monthly meetings with participants to monitor grants and conduct due diligence visits to grantee organizations.
- Draft feedback emails compiling feedback from Rise Up team on leader proposals and reports in collaboration with program staff
- Provide technical assistance on advocacy proposal development, reports, project implementation, and overall work to grantee organizations as needed.

5. External relations

- Represent Rise Up in local media (including radio, TV and/or print media) and national events as needed.
- Conduct outreach to key potential partners at the local and national levels, both to generate interest in program participation and to build support and partnerships for the program.
- Work with the Rise Up Communications staff to help collect leader stories and advocacy accomplishments to post on our social media and website.
- Write blogs and participate in interviews with Rise Up Communications staff to share the Rise Up work in the country, as requested.
- Develop, maintain relationships and regular communications with key stakeholders at the community, provincial, and/or national levels.
- Participate in national task forces, working groups, or advocacy networks representing Rise Up with prior approval, and later communicate decisions and minutes with the team in Oakland.

6. Financial Management and Administration

- Assist with a variety of tasks, including document review, email correspondence, office management, archives, copies, fax, billing, and tracking expenses.

- Monitor all project related expenses and ensure all expenses are within budget allotment and are in compliance with spending.
- Submit monthly invoices and program expense reconciliations and accompanying receipts as requested.
- Keep track of all office allowances and accompanying receipts.
- Participate in financial management review with Rise Up Grants and Contracts Manager, every 6 months (every year for CRs who have been with Rise Up for over a year).
- Communicate any concerns regarding financial matters to the program lead in a timely manner.

7. Monitoring and Evaluation

- Gather and compile information on Rise Up leaders' work in the country, including on public events and information, dissemination of learning from Rise Up Accelerator with peers and network, and monitor implementation of grantee projects, as needed.
- Disseminate needs assessments and surveys to Rise Up leaders in the country for Rise Up convening workshops and other activities, as needed.
- Assist in evaluating the project by conducting interviews, focus groups and site visits to grantee organizations, as needed.
- Support the development of subgrantee summaries and provide information for donor reports.

Minimum Qualifications

To perform this scope of work successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A minimum of 3-5 years of professional experience working with a non-profit organization (international non-profit experience preferred.)
- Currently located in South Africa
- Demonstrable experience in managing and coordinating projects independently.
- Strong understanding of grassroots gender equality and women and girl issues in South Africa and working relationships with key stakeholders and partners working on gender equity issues in South Africa.
- Experience participating in, or leading advocacy campaigns, social mobilization, or decision maker education.
- Excellent interpersonal communications skills, with the ability to work in partnership with other organizations.
- Ability to work independently and maintain regular communication with an international team.
- Strong project coordination and organizational skills, with the ability to excel in a fast-paced environment.
- Familiarity with data management
- Strong administrative, financial reconciliation and financial tracking skills
- Experience using web-based tools for communication and social media channels.
- Willingness and ability to travel locally up to 20% of the time.
- Flexible schedule, allowing for heavier periods of work when needed.
- Ability and willingness to travel internationally as needed.
- High proficiency with MS office products (Word, Excel, PowerPoint, and Outlook), experience with Salesforce or other CRM
- Fluency and proficiency in English is required.

Education: Bachelor's Degree in a related field or substitute with four additional years of relevant experience.

Program Coordinator Work Breakdown over Rise Up 24-month program*

**This is for reference only; please note that these calculations are based on a Program Coordinator working at 100% FTE (40 hours per week) and it will depend on the start date. Percentages will change based on program needs, and the length of the program timeframe.*

Month 1-3: Landscaping and outreach

- Project Coordination 55%
- External relations 25%
- General technical assistance 15%
- Financial management and administration 5%

Month 3-6: Participant selection and workshop prep

- Project Coordination 20%
- Workshop coordination 50%
- General technical assistance 15%
- External relations 5%
- Financial management and administration 10%

Month 6-9: Grantmaking

- Project Coordination 10%
- General technical assistance 20%
- Grantmaking technical assistance 50%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 10%

Month 9-12: Grantmaking Part 2

- Project Coordination 10%
- General technical assistance 20%
- Grantmaking technical assistance 50%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 10%

Month 12-24: Supporting leaders with advocacy

- Project Coordination 20%
- Workshop Coordination 5%
- General technical assistance 30%
- Grantmaking technical assistance 15%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 20%