

Program Coordinator, Peace & Recovery

Position Summary

The Peace and Recovery Program (P&R) aims to improve outcomes for conflict- and crisis-affected populations by building the evidence base and informing policy on reducing violence and fragility, promoting peace, and preventing, managing, and recovering from crises. The program does this through research project development, supporting projects through competitive research funds, providing technical assistance to research projects, disseminating results, and equipping policymakers and practitioners to use emerging evidence. The Program Coordinator supports P&R's administrative coordination and communications, with opportunities for growth within the program.

Responsibilities

Supporting the administration of P&R's competitive research funds 50%

- Updating call for proposal materials
- Answering inquiries about grant application requirements
- Liaising with IPA's grants team on grant setup and contract signature
- Supporting the tracking of ongoing research projects funded through the Displaced Livelihoods Initiative and the Peace & Recovery Initiative
- Setting up consultant agreements and processing payment requests
- Supporting grantee communications (kick-off calls, deliverable reminders, emails, etc.)

Creating communications materials and event planning - 20%

- Drafting project summaries of funded projects on crime, violence, conflict, and displacement, and liaising with research teams for approval
- Drafting social media posts, blogs, presentations, policy briefs, and bespoke evidence summaries for policymakers and practitioners
- Planning webinars and events to disseminate new research results
- Keeping P&R's web presence up to date

Assisting with project development, fundraising, and donor reporting 15%

- Prospecting potential donors for new projects and initiatives
- Mapping stakeholders in P&R's priority project development sectors
- Supporting grant reporting to P&R's donors

General program administration 15%

- Supporting financial administration of the program (cost transfers, payment requests, invoicing, etc.)
- Supporting the streamlining of P&R's processes and procedures
- Contributing to the implementation of IPA's diversity, equality, and inclusion strategy, including tracking P&R's progress against organizational metrics

Qualifications

Required

- Bachelor's degree in economics, political science, public policy, or related disciplines
- 0-2 years of work or internship experience in research, international development, program administration, or a related field
- Attention to operational and research detail, and ability to prioritize and manage multiple

tasks efficiently

- Excellent communication skills and the ability to communicate effectively and clearly with internal and external stakeholders
- Ability to present information in a structured and insightful way, both in writing and orally
- Flexibility, self-motivation, willingness to learn, and a team-oriented attitude
- Fluency in English (spoken and written)

Preferred

- Knowledge of topics related to peace and recovery and/or impact evaluation methodologies (preferred)
- Proficiency in Excel and CRM software like Salesforce (preferred)

Compensation:

IPA's compensation structure is designed based on the labor market for the specific geographic location where the employee is located. We are offering the following salary ranges for this position:

- Program Coordinator is classified as "B3" on IPA's global job structure.
- For US-based employees, the starting annual gross salary is \$45,000 with a maximum of \$50,000
- The salary for locations outside of the US will vary depending on IPA's salary scale ranges for that specific location.

Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, business sector, and geographic location.

Reports to

Associate Director, Peace & Recovery

Deadline to Apply

Friday September 6th, 2024

Location

New York City, Washington DC, Colombia, Mexico, or Peru.

Application Instructions

[Click here to apply now.](#)

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

Safeguarding at IPA

At Innovations for Poverty Action (IPA), we are committed to creating a safe and respectful environment for all individuals, particularly children and vulnerable adults. As IPA adheres to strict safeguarding principles, selected candidates will be expected to adhere to these standards. By joining IPA, you become part of a team dedicated to ethical conduct, social responsibility, and meaningful impact in the fight against global poverty. Together, we work to create a better world where everyone has the opportunity to thrive with dignity and respect.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org. Please

note that only qualified applicants will be contacted by the hiring manager