

Program Coordinator, IPA Sector Programs

Position Summary

IPA's Sector Programs provide expertise and leadership to identify and address critical evidence gaps in key topic areas including Education, Entrepreneurship and Private Sector Development, Financial Inclusion, Human Trafficking, Intimate Partner Violence, Peacebuilding and Humanitarian Assistance, and Social Protection. A new program on Climate and Environment is expected to launch in 2024. IPA sector teams work with leading researchers, program implementers, policymakers, funders, and IPA country offices and global teams to identify questions and knowledge gaps that are important and policy-relevant, identify promising interventions and policy solutions, develop projects addressing key knowledge gaps through rigorous evaluations and high-quality data, and share results and lessons with decision-makers and help bring effective programs to scale.

The Program Coordinator is a new position that will provide administrative coordination and communications support for two of IPA's Sector Programs - the Financial Inclusion Program (FIP) and the Human Trafficking Research Initiative (HTRI) - and provide overall administrative support to the Sector Programs team. This is an ideal position for recent graduates who are interested in joining an organization that tackles complex global challenges, working at the intersection of evidence generation, policy influence, and partnership development.

Responsibilities

Supporting the administration of two of IPA's Sector Programs, the Financial Inclusion Program (FIP) and the Human Trafficking Research Initiative (HTRI) (90%)

- Liaising with IPA's Grants team to process grant agreements and funding allocations
- Supporting the tracking of ongoing HTRI and FIP-funded research projects, including deliverables and financial tracking and file maintenance
- Setting up consultant agreements and processing payment requests

- Supporting the administration of HTRI's competitive research fund and FIP's Consumer Protection Research Initiative, including updating, posting and disseminating calls for proposals; answering inquiries about grant application requirements; and supporting the selection committee review process and donor communications and approvals process
- Supporting financial administration tasks (monthly spending reviews, cost transfers, payment requests, invoicing, etc.)
- Supporting grantee communications (kick-off calls, deliverable reminders, emails, etc.)
- Drafting project summaries of funded projects and liaising with research teams and IPA's Communications team for approval and posting
- Planning webinars and events to disseminate new research results
- Assisting with HTRI and FIP website updates
- Assisting with donor reporting
- Other general administrative support (e.g., travel booking, scheduling calls, and monitoring general inquiry email addresses)

General Sector Programs administration and event planning (10%)

- Supporting financial and administrative tasks for Sector Programs team (cost transfers, payment requests, consultant agreements, travel requests, invoicing) as needed
- Supporting the organization and administration of monthly meetings, annual retreats, and other events as needed

Qualifications

Required

- Bachelor's degree (preference for economics, political science, public policy, or related disciplines)
- 1-2 years of work or internship experience in research, international development, policy, 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
- Fluency in MS Office Suite (Word, Excel, PowerPoint, etc.) and/or Google Suite (Docs, Sheets, etc.), including experience using Excel/Google Sheets formulas to manage spreadsheets
- 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 one or more of IPA's Sector Programs (agriculture, education, entrepreneurship and private sector development, human trafficking, intimate partner violence, peace and recovery, social protection)

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 \$44,900 with a maximum of \$53,000
- 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

Deputy Director, Sector Programs

Deadline to Apply

September 20th, 2024

Location

Anywhere that IPA is registered in the U.S. (AZ, CA, CT, DC, FL, GA, IA, IL, MA, MD, MN, NC, NJ, NY, PA, TX, VA, WA, WV) or where IPA has a country office (Colombia, FWA, Ghana, Kenya, Liberia, Malawi, Mexico, Nigeria, Peru, Philippines, Rwanda, Sierra Leone, Tanzania, Uganda, Zambia)

Join our dynamic team where U.S.-based members have the flexibility to work remotely in the States (Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Iowa, Illinois, Massachusetts, Maryland, Minnesota, North Carolina, New Jersey, New York, Pennsylvania, Texas, Virginia, Washington State, West Virginia) or in a hybrid arrangement. While we have office spaces in New York and Washington, DC, in-person attendance is not mandatory. The ideal candidate will be able to collaborate with team members and maintain some overlap with US Eastern Standard Time (EST) working hours. Enjoy the freedom of flexible work while staying connected!

Application Instructions

To be considered for this role, please submit a cover letter along with your application. Applications without a cover letter will not be reviewed.

[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