



Program Coordinator, Learning Program

Position description

The Trust for Social Achievement Foundation (TSA) is recruiting a motivated individual to start work as a program coordinator in our Learning Program. This is a full-time position.

About the TSA

TSA is a grant-making organization dedicated to reducing achievement gaps in early childhood development, education, and employment, with a focus on Bulgaria's Roma community. Over the past five+ years, we have supported 240 projects, or on average 48 per year. Toward this end, TSA has partnered with 59 nongovernmental organizations throughout Bulgaria to reach more than 90 000 beneficiaries from under-served communities.

Our Learning Program covers initiatives aimed at improving access to and the quality of formal education from preschool through university graduation. We also focus on supporting parents to be competent caregivers and on building productive relationships between educators and parents. We promote role models in the classroom and emphasize the need for inclusive approaches towards diversity. Our approach is to foster innovation and to produce evidence in assessment of our results, engaging stakeholders in a policy dialogue to ensure the sustainability of work. Our Learning Program team currently consists of four people – a program officer, a junior program officer, and two coordinators.

Responsibilities

The program coordinator will be expected to:

- Proactively move grants in pipeline to agreement status: coordinate process of application review with team and with applicant, maintain grants administration system (GAS) updated, and prepare all relevant project documentation for approval by management, ensure grant review deadlines are met;
- Ensure results and activities are communicated: draft presentations for board of directors, team trainings and events, donors and contacts, and deliver presentations in front of small crowds, prepare website summaries and short stories;
- Communicate confidently, concisely and proficiently with grantees, partners, donors, and institutions in both oral and written English and Bulgarian;
- Account for results by monitoring for results (including onsite visits), proposing solutions to adjust strategies to achieve end goals, ensuring evaluation instruments are implemented timely, summarizing and reporting on findings, and keeping stakeholders informed of progress;
- Ensure timely and accurate reporting: proactively manage reporting cycle, keep GAS updated, gather team feedback and resolve challenges, provide feedback to grantees and elevate situations if necessary, ensure grantees receive payments timely;
- Manage budgets: draft budgets, ensure finance department approval, review budget to actual reports regularly, take corrective action when necessary, keep management informed, ensure spending efficiency;

- Become a subject matter expert by seeking out relevant learning opportunities, and proactively looking for ways to apply new content to program goals, incorporating new learning into capacity building for grantees; lead with generation of project design concepts in recognized area of expertise;
- Build relationships within and outside the TSA, organize events for partners, seek opportunities to represent the TSA in networks, alliances and other venues
- Manage team relationships productively and with respect, resolving conflict situations and delivering difficult messages when necessary;

Qualifications and Experience

The successful applicant must be a motivated, detail-oriented, creative, problem solver who takes ownership of their work results. Key attributes of the applicant should include: energetic, independent, well organized, efficient, resourceful, reliable and punctual, and able to work cooperatively in a team environment. Required qualifications and skills include:

- University degree;
- Knowledge of the education sector is strongly desired, especially early education;
- At least 5 years' experience coordinating multiple projects with a proven track record of delivering results;
- High degree of general computer proficiency;
- Excellent oral, written, interpersonal and communication skills in English and Bulgarian;
- Ability to organize a workload, set priorities, and resolve problems with minimal supervision;
- Commitment to TSA mission and [values](#);
- Willingness to travel up to 30 percent of the time; overnight travel may be required;

Compensation and Benefits

We are offering a competitive remuneration package that is commensurate with experience, including standard benefits and flexibility policies, a significant investment in your professional growth, and an energetic and professional working environment. This is a full-time labor contract position.

Interested applicants should submit a resume and cover letter by November 9, 2018 to office@psf.bg