



Alongside Hope

Anglicans and partners working for change
in Canada and around the world

80 Hayden Street, 3rd floor
Toronto ON M4Y 3G2 Canada
416-924-9192
1-866-308-7973

► alongsidehope.org

Position Description: PROJECT COORDINATOR

Position title:	Project Coordinator		
Immediate supervisor:	Director, Programs & Partnerships		
Positions directly supervised:	Program and Partnership		
Job Category:	Level 8	Status: Bargaining Unit	Full Time
Approved By:	Will Postma, Executive Director		
Date Approved	September 2025		

The vision of Alongside Hope is for a truly just, healthy and peaceful world. Alongside Hope has zero tolerance for and seeks to prevent sexual exploitation, abuse, and harassment (SEAH). Alongside Hope is committed to keeping the prevention of and response to SEAH at the centre of all its work.

Alongside Hope works in partnership with organizations to support development and humanitarian initiatives that foster dignity, equity, and resilience. Our Programs and Partnerships Team collaborates with a diverse portfolio of partners to deliver impactful, contextually grounded programming across sectors and regions.

Within that vision, the position holder will provide critical support to the programming work of Alongside Hope by coordinating work with partners. The position will ensure that resources are stewarded to meet needs of communities while strengthening organizational capacity. This work will contribute to the achievement of the goals of Alongside Hope's Strategic and Annual Plans.

The position holder promotes and thrives in a diverse and rights-based organization. The incumbent values the historical legacy that Alongside Hope enjoys with the Anglican Church of Canada and draws on this legacy and Scriptural mandate to promote Alongside Hope and to strive for a fairer and more sustainable and inclusive world.

PURPOSE OF THE POSITION:

The Project Coordinator will play a key role in supporting and strengthening Alongside Hope's partnerships and programming. Working closely with a portfolio of partners engaged in both development and humanitarian projects, the Project Coordinator will contribute to the design, implementation, and monitoring of initiatives that advance gender equity and community-led change. The position will be responsible for a variety of distinct projects in various geographic areas and with various sectors of focus.



This position is ideal for someone with several years of experience working in complex contexts, a strong understanding of gender dynamics, and a collaborative spirit. The Project Coordinator will be part of a dynamic team committed to learning, accountability, and impact.

I. DUTIES AND RESPONSIBILITIES

CONTRIBUTE TO THE VITALITY OF PARTNERSHIPS

- Support relationship-building and coordination with partner organizations
- Facilitate regular communication and information exchange
- Work with partners to develop and implement effective programs that respond to community-based development or humanitarian needs
- Listen to and advise, as appropriate, partners on areas of capacity strengthening or capacity sharing
- Contribute to impact stories, project and country profiles, support partner staff in contributing to shared communication materials of the partner and Alongside Hope for informing and inspiring supporters

PROVIDE TECHNICAL SUPPORT

- Stay up to date on key humanitarian standards and emerging practices in development
- Contribute to program design and planning, ensuring gender-responsive approaches
- Support in the mobilization of resources by developing proposals

COORDINATE KEY ACCOUNTABILITIES

- Monitor project implementation and support adaptive management
- Ensure project documentation adheres to all necessary compliance requirements
- Work as part of a team to review, strengthen and continually improve the processes and templates used in our work
- Assist in preparing internal and external reports, case studies and learning reports
- Support the identification and follow up on funding opportunities from governments, foundations or private sources

ECUMENICAL STRENGTHENING

- Strengthen our connections with ecumenical alliances – CFGB, ACT and Anglican Alliance – by working in a collaborative manner
- Represent Alongside Hope at events (e.g. speaking at parishes, conferences and other events)

OTHER DUTIES AS ASSIGNED

- Carry out additional assignments as required



II. TYPICAL CONTACTS:

INTERNAL (ALONGSIDE HOPE AND CHURCH HOUSE STAFF)

- Collaborate closely with colleagues in the Programs and Partnerships Team to support wider work of the team
- Communicate updates to colleagues in the Fundraising Team and Supporter Relations Team, as well as responding to requests for information
- Share timely information with the Finance Team, especially relating to work requests

EXTERNAL (BEYOND ALONGSIDE HOPE AND CHURCH HOUSE STAFF)

- Nurture relationships with partner organizations to ensure a mutually respectful relationship underpins all the relevant work
- Coordinate with key networks and alliances, including but not limited to Cooperation Canada, Canadian Foodgrains Bank and ACT Alliance
- Communicate with key stakeholders in a manner that uplifts the work of Alongside Hope

III. RESPONSIBILITY AND AUTHORITY

The position will report to the Director of Programs and Partnerships and collaborate with colleagues across the organization. They will be responsible for day-to-day tasks related to the development of proposals and subsequent implementation. The position can make decisions within the scope of their work plan.

EMPLOYEE RELATIONS

The position will not supervise staff but may, from time to time, work with consultants or co-op students.

FINANCIAL RESPONSIBILITIES

The position will work within a defined project budget and take responsibility for ensuring financial compliance to the budgeted amount.

DECISION-MAKING AND RECOMMENDATIONS

The position will be responsible for collaborating with partners to develop proposals and make recommendations for funding.

IV. JOB SPECIFICATIONS

PREVIOUS EXPERIENCE, EDUCATION AND SKILLS REQUIRED

- Minimum of 7 year's experience with 5 years of experience in international development or humanitarian work, preferably in partnership-focused roles with work in project management, including financial reporting.
- Lived experience in Latin America an advantage.
- Bachelor's degree in International Development, Project Management , or related field, A Master's



degree an advantage

- Demonstrated experience working in complex or crisis-affected contexts.
- Familiarity with SPHERE, Core Humanitarian Standard and Istanbul Principles
- Previous experience with Global Affairs Canada and/or the Canadian Foodgrains Bank
- Strong understanding of gender equity and experience applying gender-responsive approaches.
- Excellent communication, coordination, and relationship-building skills.
- Ability to manage multiple priorities and work effectively in a team environment.
- Professional fluency in Spanish, other languages an asset.
- Proficiency in Microsoft Office Suite

PHYSICAL AND MENTAL EFFORT

The position will be required to work with complex written reports, financial information and monitoring and evaluation data.

CONDITIONS UNDER WHICH WORK IS PERFORMED

The role involves considerable desk time, occasional international travel (1x per year) to rural locations. The desk work will require periods of focused attention (e.g. reviewing documents), as well a variety of online meetings. Staff are expected to be available on Teams and accessible to partners which can result in regular interruptions to focused work.