

**Position: Project Coordinator (Support Services)**

**Number of Vacancies: 2**

**Basic Information**

**About PhilDev Foundation:**  
The Philippine Development Foundation (PhilDev) is a non-profit organization focused on accelerating inclusive economic growth in the Philippines through science, technology, engineering, and mathematics (STEM) education, innovation, and entrepreneurship. Partnering with government, academia, development agencies, and the private sector, PhilDev aims to bridge ecosystem gaps and uplift communities through sustainable initiatives in education and enterprise development.

For more information, please visit our website: [www.phildev.org](http://www.phildev.org)

<b>Location:</b> Ortigas, Pasig City/ Hybrid Work Arrangement	<b>Contract Type:</b> Full-time, Project-based	<b>Reporting to:</b> Project Officer or Project Manager (as assigned)
<b>Salary Range:</b> To be negotiated	<b>Initial Contract Term:</b> Eight (8) months, with potential for renewal based on performance and project requirements	<b>Benefits:</b> To be discussed during interview

**Job Description**

**Position Summary:**  
The Program Coordinator (PC) is responsible for providing logistical, administrative, and technical support for program activities. Working under the direction of the Program Officer or Program Manager, the PC ensures the smooth execution of program events, manages records, and supports data collection and documentation. This role is vital to the operational efficiency of PhilDev's programs and contributes to their success by handling logistics, maintaining communications, and ensuring compliance with organizational policies.

**Key Responsibilities:**

- **Logistics & Event Coordination**
  - Arrange accommodations, transportation, meals, and other logistical requirements for program events and activities.
  - Act as the primary point of contact for participants and partners, ensuring clear and timely communication.
  - Organize and prepare materials for meetings, workshops, and other events.
- **Documentation & Record Keeping**
  - Maintain accurate records of program activities, including correspondence, reports, and agreements.
  - Assist in preparing progress reports and monitoring program expenditures.
- **Data Collection & Monitoring Support**
  - Support the Program Officer in implementing monitoring and evaluation tools to assess program impact.
  - Gather and organize data related to program outcomes and activities for reporting and evaluation purposes.
- **Financial Administration**
  - Manage petty cash, process cash advances, and ensure accurate liquidation of expenses.
  - Support budgeting efforts and track program expenditures to ensure alignment with approved budgets.
- **Stakeholder Coordination**
  - Facilitate communication and interactions between program participants, vendors, and stakeholders.
  - Respond to logistical inquiries and provide necessary support during program implementation.

- **Compliance & Confidentiality**

- Adhere to PhilDev's policies, as well as partner or stakeholder requirements, and confidentiality agreements.
- Ensure professional handling of sensitive information related to programs, partnerships, and data.

- **Additional Responsibilities**

- Perform other duties as assigned, aligned with PhilDev's mission and objectives, to support organizational goals and enhance team effectiveness.

**Qualifications:**

- Bachelor's degree in STEM, Management, Administration, or a related field.
- At least 1-2 years of experience in event planning, logistics, or administrative support, preferably in a non-profit or development setting.
- Strong organizational and multitasking skills, with the ability to manage multiple priorities and meet deadlines.
- Effective verbal and written communication skills, with the ability to engage with diverse stakeholders professionally.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with project management tools is a plus.
- High level of adaptability, initiative, and commitment to PhilDev's mission.
- Willingness to travel and work on-site as needed for program events.

**Why join PhilDev Foundation?**

At PhilDev, you will have the opportunity to work with a dedicated team committed to driving economic and social change in the Philippines. As part of an innovative organization, you will play a vital role in delivering impactful programs that promote STEM education and entrepreneurship, contributing to a better future for communities across the country.

**Application Process**

Interested applicants should submit the following to [careers@phildev.org](mailto:careers@phildev.org) with the subject line: **Application – Program Coordinator [Full Name]**:

1. Cover letter detailing interest and relevant experience
2. Current resume or CV

**Application Deadline:** December 6, 2024

Only shortlisted candidates will be contacted for interviews.