**Global Hope Initiative**

**Job Opportunity: Community Development Coordinator**

**About Us**

Global Hope Initiative (GHI) is a non-profit organization dedicated to empowering underserved communities through sustainable development projects, education, and healthcare initiatives. Founded in 2012, we have successfully implemented over 50 projects across 15 countries, positively impacting more than 100,000 lives.

**Position Overview**

We are seeking a passionate and dedicated **Community Development Coordinator** to join our team. The ideal candidate will be responsible for planning, implementing, and evaluating community-based projects that align with our mission of creating sustainable change.

**Key Responsibilities**

* Design and implement community development programs in target regions
* Establish and maintain relationships with local partners and stakeholders
* Conduct needs assessments and baseline surveys in project areas
* Monitor project progress and prepare detailed reports for donors and management
* Manage project budgets and ensure efficient resource allocation
* Train and supervise field staff and volunteers
* Document best practices and lessons learned from project implementation
* Represent the organization at community events, partner meetings, and conferences

**Qualifications**

* Bachelor's degree in International Development, Social Sciences, or related field (Master's preferred)
* Minimum 3 years of experience in community development, preferably in NGO sector
* Demonstrated project management skills and experience
* Strong interpersonal and communication abilities
* Excellent writing skills for grant applications and reports
* Experience working with diverse communities and cultural sensitivity
* Ability to work under pressure and in challenging environments
* Willingness to travel to project sites (30% travel required)
* Proficiency in MS Office and project management software
* Knowledge of monitoring and evaluation methodologies

**Desired Skills**

* Fluency in a second language (Spanish, French, or Arabic preferred)
* Experience in grant writing and fundraising
* Knowledge of participatory rural appraisal techniques
* Background in one or more of our focus areas: education, healthcare, water & sanitation, or economic empowerment

**What We Offer**

* **Stipend/Salary:** $45,000 - $55,000 annually, commensurate with experience
* **Contract Type:** Full-time, 2-year initial contract with possibility of extension
* **Location:** Headquarters in Boston with field visits to project sites

**Benefits and Perks**

* Comprehensive health insurance coverage
* 25 days of paid annual leave
* Flexible working arrangements
* Professional development opportunities and training
* Retirement savings plan with employer matching
* Relocation assistance if applicable
* Mental health support services
* Team retreats and social events
* Opportunity to make meaningful impact on communities worldwide

**Application Process**

Qualified candidates should submit the following to careers@globalhope.org:

1. Resume/CV
2. Cover letter explaining your interest and qualifications
3. Names and contact information of three professional references
4. Writing sample (previous report, article, or blog post)

**Application Deadline:** May 15, 2025

**Selection Timeline**

* Initial screening: May 16-20, 2025
* First round interviews: May 23-27, 2025
* Skills assessment: May 30, 2025
* Final interviews: June 3-5, 2025
* Decision and offer: June 10, 2025
* Expected start date: July 1, 2025

*Global Hope Initiative is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability status, or any other characteristic protected by law.*

*Only shortlisted candidates will be contacted.*

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