

## **JOB ANNOUNCEMENT**

**August 15, 2011**

### **Program Coordinator**

*Grassroots International* seeks an experienced individual to work as an active member of its Grantmaking & Advocacy Team. *The Program Coordinator develops and manages programs consistent with Grassroots' mission in two key overseas program areas: Palestine/Israel and Haiti.*

Key responsibilities include: providing leadership on issues vital to these program areas; promoting and managing strong relations with partner organizations; gathering information necessary to monitor projects and promote them in the United States; initiating and supporting fundraising activities for these program areas; and supporting Grassroots' education, outreach and advocacy work. The position will be based at our Boston office.

Grassroots International works to create a just and sustainable world by building alliances with progressive movements. We provide grants to our Global South partners and join them in advocating for social change. Our primary focus is on land, water, and food as human rights and nourishing the political struggle necessary to achieve these rights. While we currently support partners and grantees in Brazil, Haiti, Mesoamerica, and Palestine/Israel, we support groups around the world through a network of partners and allies.

#### **Qualifications:**

1. The ability to work as part of a team in a mission-driven organization with initiative and leadership. Demonstrated understanding and expertise on program matters central to Grassroots' mission; including geo-political issues and the challenges of specific program regions (particularly Haiti and Palestine/Israel)
2. Demonstrated commitment to global justice and resource rights and the mission of Grassroots International
3. Relationships/understanding of Global South social movements and overseas experience (especially in Haiti and Palestine) is highly desirable
4. Experience in grantmaking process (either as a funder or applicant), program development, and fundraising
5. The capacity for flexibility and resourcefulness needed to effectively operate within a challenging revenue model typical of a public foundation
6. Strong oral and written communication skills, including the capacity to write clear and compelling program-related material and speak publicly on program themes. Well organized, with good administrative skills, including computer skills
7. Strong interpersonal skills
8. The capacity to lead a team of on- and off-site content experts and consultants in a meaningful and coordinated response to program challenges when needed
9. Ability to travel overseas, often for extended periods
10. Foreign language fluency in French or Haitian Creole required
11. Verbal Arabic desirable

**Compensation:** Salary \$48K + depending on experience and qualifications. Excellent benefits package includes: health, dental and retirement benefits as well as paid vacation.

**To Apply:** Send resume and cover letter detailing interest and relevant experience to:  
[info@grassrootsonline.org](mailto:info@grassrootsonline.org) with Program Coordinator in the subject line.

*Grassroots International is an Affirmative Action/Equal Opportunity employer.  
Women and people of color are strongly encouraged to apply.*