

Position: Project-Based Program Coordinator

Basic Information

Philippine S&T Development - Manila, Inc. (PhilDev) is a non-profit organization that aims to eradicate poverty in the Philippines and enable the success of all Filipinos. We believe that we can achieve this by focusing on technology-based education, innovation, and entrepreneurship. We partner with government, academe, development agencies, and the private sector to build strategies and initiatives that address specific gaps in education, innovation, and entrepreneurship ecosystems.

PhilDev is comprised of a dynamic and diverse group of professionals. We believe in a highly collaborative work environment that is innovative, solution-oriented and people-focused, demonstrating values of respect, integrity, synergy and excellence.

www.phildev.org

Location: Ortigas Center, Pasig City	Contract Type: Project-Based	Reporting to: Program Officer and Program Manager
Salary Range: To be negotiated	Contract Term: Full Time; Hybrid; project duration	Benefits: As stated in the project-based contract

Detailed Description

Purpose and responsibilities of the role:

The Project-Based Program Coordinator will provide logistical, administrative, financial, procurement, monitoring, stakeholder coordination, and technical program support to ensure smooth and timely implementation of assigned PhilDev programs. The role works under the guidance of the Program Officer and Program Manager.

Key Deliverables, Duties and 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 or Program Manager 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

- Process cash advances and ensure accurate liquidation of expenses.
- Support budgeting efforts and track program expenditures against approved budgets.
- Prepare Requests for Payment and supporting documents; conduct supplier research, obtain quotations, and monitor procurement timelines.

Stakeholder Coordination

- Facilitate communication among program participants, vendors, partners, and stakeholders, and provide logistical support during implementation.

Technical Program Support

- Assist the Program Officer in preparing and delivering workshops, training sessions, and technical learning engagements.
- Serve as a co-facilitator or facilitate selected portions of sessions, orientations, and small-scale activities under the guidance of the Program Officer or Program Manager.
- Support the preparation and updating of learning materials, facilitator guides, presentation decks, and other technical resources.
- Provide observations and recommendations to improve program design, participant experience, and implementation processes.
- Consolidate participant feedback, identify initial observations, and provide inputs for the Program Officer's review and analysis.

Compliance & Confidentiality

- Adhere to PhilDev policies and applicable partner, stakeholder, and confidentiality requirements; handle sensitive information professionally.

Additional Responsibilities

- Perform other duties as assigned and provide wider support to PhilDev's development advocacy on education, innovation, and entrepreneurship.

Skills / Qualifications:

- Bachelor's degree in Education, Business Administration, Development Studies, or a related field.
- At least one year of relevant experience in program coordination, training support, events, or administrative work; strong internship or volunteer experience may be considered.
- Good organizational, documentation, communication, and stakeholder coordination skills.
- Basic knowledge of monitoring, procurement, budget tracking, and program reporting.
- Proficient in Microsoft Office or Google Workspace.
- Comfortable supporting workshops, preparing learning materials, and co-facilitating assigned sessions under supervision.
- Willing to travel or work beyond regular hours when required.
- Familiarity with innovation, technopreneurship, startup ecosystems, venture building, and/or social enterprise is an advantage.

Interested applicants should submit their cover letter and CV to careers@phildev.org. Please use the following entry in the subject line of your email: Project-Based Program Coordinator_ <Name of Applicant>.