

JOB OFFER

PROGRAMS COORDINATOR



Peace and Sport is looking for a programs coordinator to help roll out its Peace through Sport initiatives in Latin America.

PEACE AND SPORT - "L'ORGANISATION POUR LA PAIX PAR LE SPORT"

Our mission is to build peaceful communities through the power of sport, thereby creating a safer, fairer, and more inclusive world. Using a bottom-up approach based on our experience and the realities of on-the-ground actors, the organization demonstrates the positive impact of sport in building a culture of peace, notably through the Peacemakers Project. We raise public awareness through various campaigns and operations and mobilize decision-makers from major national and international organizations - private, public, sporting, and developmental - to expand the use of sport as a tool for peacebuilding.

CONTEXT

Building on its expertise in peace through sport and the success of digitizing its Methodology, Peace and Sport has launched an international coalition to identify issues, best practices, and the needs of leading organizations to strengthen the social impact of sport at the community level. Based on a bottom-up approach, Peace and Sport's mentoring involves supporting grassroots organizations across three continents and international athletes who work daily for inclusion and peace through sport.

RESPONSIBILITIES AND MISSIONS

The Programs Coordinator in the Sports and Programmes department is responsible for implementing these actions in the field in collaboration with local partners.

He or she runs training courses for project beneficiaries and then supports the partners and trainers to make them autonomous in delivering the courses. In particular, he/she will be responsible for expanding activities in Latin America with the construction of the local representative office based in Bogota, Colombia.

The workplace is based in Monaco. Travel is to be expected, mainly in Latin America and the Middle East. Reporting directly to the Director of the Sports and Programs Department, he/she will be responsible for functional relations with partners involved in implementing activities. He/she works with the program coordinators and operational project managers who coordinate the projects and activities.



JOB OFFER PROGRAMME COORDINATOR



POSITION OBJECTIVES

Objective 1. Contribute to Peace and Sport's advocacy and global mentoring activities

1- Diagnostics & Advocacy:

- Participate in needs assessment diagnostics
- Continuously capitalize on best practices and lessons learned within their scope

2- Capacity building :

- Drafting training plans for the projects and the educational content of the training courses for supervisors (teachers, facilitators, etc.), trainers of trainers, and partners.
- Delivery of training to beneficiaries
- Capacity-building for project managers in the delegation of responsibilities

3- Educational Engineering :

- Design sessions and presentation documents.
- Supervise the proper implementation of sessions with partners.

4- Impact Evaluation :

- Evaluate training sessions and prepare training reports.
- Monitor and support trainees in the field.
- Participate in program evaluation (develop pre/post questionnaires, monitor indicators, etc.).

Objective 2. Help strengthen the Peacemakers Project in Latin America and the Middle East

- Participates in the drafting of project proposals and fundraising (timetable/back plan, budget, calls for projects)
- Support for the organization of field activities in conjunction with the managers of partner organizations
- Support for writing narrative reports

Objective 3. Cross-functional contributions to the organization Peace and Sport

- Participation in team activities: information meetings and internal training sessions...
- Possible involvement in other assignments based on availability and workload plans



JOB OFFER

PROGRAMME COORDINATOR



REQUIRED SKILLS

Experience, Training

- Master's degree in Political Science, International Relations, and/or Sports
- 2 to 3 years of experience in the field of Sport for Development and Peace
- Professional experience in Latin America
- Federal sports instructor or experience in a sports association appreciated

Skills

- Ability to prepare and conduct training tailored to the audience
- Ability to design educational materials
- Coaching and pedagogical support for teams/partners in person and remotely
- Strong writing skills, ability to summarize, organizational skills
- Proficiency in Excel/Word/PowerPoint/Canva
- Proficiency in English and Spanish

Soft skills

- Ability to work in a multicultural environment
- Dynamism
- Autonomy
- Creativity
- Adaptability

TYPE OF CONTRACT

Fixed-term contract for 16 months (until January 2026), potentially evolving into a permanent contract under Monegasque law based on the profile, starting from August 26, 2024. Position based in Monaco.

JOB APPLICATION

Send a CV and a cover letter to lud@peace-sport.org.

Applications will be processed until June 24, 2024, and in-person interviews will be conducted during the week of July 1st.

