

## JOB DESCRIPTION

### PROGRAMME COORDINATOR

#### Role Overview

The Programme Coordinator - Minorities and Community Development is a key support role within the Projects Team and is based in the Chiang Mai office. The position involves coordinating and administering project-related tasks, supporting communications with partners and other departments, and ensuring the smooth organisation of project-related activities. The role is responsible for the logistical planning and organisation of field activities when required.

#### Key Responsibilities

1. Coordinate and prepare administrative documents including project proposals, Memorandums of Understanding (MOUs), budgets, payment requests and financial receipts.
2. Maintain regular communication with local project partners to support effective project implementation.
3. Act as a liaison between the Projects Team and other departments (e.g., Communications Department) for matters such as collecting text and images for social media, newsletters, and website updates.
4. Organise project field visits by managing itineraries, logistics and briefing documentation from the office; accompany visits only when absolutely required, and with prior approval.
5. Maintain an up-to-date and organised filing system for all project-related documentation (physical and digital).
6. Assist the PM in reviewing and improving project templates, tools and administrative systems.
7. Provide coaching and guidance to scholarship students throughout their studies. This includes monitoring academic progress, offering emotional support, and advising students during challenging periods in their personal and academic lives. Where necessary, conduct occasional visits to scholarship students to provide support and advice, and to check on their living conditions and overall welfare.
8. Support remote briefings and preparation sessions with partners via phone, email, or video call, as needed.

**Language Requirements:**

- Strong written and spoken English is mandatory
- Fluency in Thai is given priority

**Location:** Office-based in Chiang Mai

**Hours:** 37.5 hours per week (7.5 hours daily, Monday–Friday)

**Reports to:** Programme Manager

**Salary:** ฿18,000 – ฿20,000 per month

**Benefits:**

- 20 days paid annual leave plus Thai public holidays
- Shared contribution to the Social Security Fund
- Enrolment in a private medical insurance scheme

**How to apply:** Interested candidates are invited to submit their CV and cover letter to [dj@philanthropyconnections.org](mailto:dj@philanthropyconnections.org)

The deadline for applications is **10 June 2026**.