

Program Coordinator - Global Development Fellowship

TOMA BAÏRE EDUCATION

EMPLOYMENT	Part-Time • Approximately 12 hours/week
WORK LOCATION	Fully Remote • U.S. and International Applicants
SCHEDULE	Friday and Saturday; flexibility for major fellowship activities
COMPENSATION	Competitive monthly compensation, commensurate with qualifications and relevant experience.
TERM	Permanent/Ongoing • 90-day probationary period
ANTICIPATED START	October 2026
APPLICATION	Resume/CV

About the Opportunity

TOMA BAÏRE EDUCATION is accepting internal and external applications for a Program Coordinator to support the Global Development Fellowship (GDF). The Coordinator works across all four fellowship tracks - International Growth & Foreign Operations (IGFO), Country Risk & Opportunity Intelligence (CROI), Markets & Sustainable Trade Development (MSTD), and Research & Social Impact (RSI) - helping maintain the communications, schedules, documentation, and operational follow-through that keep the fellowship moving.

What You Will Do

- Coordinate activities, timelines, and deliverables across all four GDF tracks.
- Maintain fellow communications, scheduling, reminders, attendance follow-up, and routine participant support.
- Coordinate track meetings, workshops, presentations, and other fellowship activities.
- Maintain accurate program records, participation documentation, shared files, and progress trackers.
- Support GDF program leadership with cohort administration, institutional coordination, issue follow-up, and consistent program delivery.

CANDIDATE PROFILE

Minimum Qualifications

- Associate degree or equivalent combination of education and relevant experience.
- At least one year of relevant experience in program coordination, education, nonprofit work, student services, research programs, administration, or a related setting.
- Strong written communication, organization, follow-through, and deadline-management skills.
- Ability to work effectively with participants and colleagues across locations, backgrounds, and time zones.

Preferred Background

- Experience supporting university students, early-career professionals, fellowships, internships, or research programs.
- Experience coordinating multiple workstreams or participant groups.
- Comfort with Microsoft 365, Zoom/Teams, shared documents, spreadsheets, and project-management platforms such as Monday.com.
- Interest in global development, applied research, international affairs, education, or mission-driven programming.

Scope & Decision Authority

The Coordinator independently manages routine communications, scheduling, documentation, meeting logistics, and established workflows. Changes to fellowship requirements, policies, track structure, participant status, external commitments, or other significant program decisions require management approval.

What Success Looks Like

- Fellow communications and follow-up are timely and consistently documented.
- Schedules, records, deadlines, and participation information remain current across all four tracks.
- Fellowship activities are prepared and coordinated with minimal avoidable disruption.
- Operational issues are identified early and escalated appropriately.
- Program leadership has dependable visibility into fellowship status and next actions.

How to Apply

Submit a current Resume/CV through the TOMA BAËRE EDUCATION Applications page. This opportunity is open to both current TBE team members and external applicants. Applications will be reviewed for an anticipated October 2026 start. Final appointment is subject to the organization's selection process and 90-day probationary period.