

International Projects & Partnerships Coordinator

TOMA BAĀRE EDUCATION

EMPLOYMENT	Part-Time • Approximately 25 hours/week
ELIGIBILITY	Current TOMA BAĀRE EDUCATION team members only
WORK LOCATION	Fully Remote
SCHEDULE	Monday-Friday; international time-zone flexibility as needed
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 BAĀRE EDUCATION invites current team members to apply for the International Projects & Partnerships Coordinator position. This internal advancement opportunity strengthens coordination across TBE's international project portfolio and provides an operational leadership layer between management, field teams, country-based liaisons, and project partners.

What You Will Do

- Coordinate day-to-day delivery across TBE's international project portfolio, maintaining visibility into schedules, milestones, dependencies, and follow-up.
- Supervise and coordinate Field Coordinators, who work across the project portfolio, and Local Program Liaisons, who are assigned by country.
- Maintain project schedules, deliverables, documentation, trackers, field updates, and cross-country communications.
- Coordinate routine relationships and communications with local organizations, institutions, community contacts, and project partners within approved plans.
- Identify operational risks, delays, resource needs, and field issues; consolidate updates and escalate material decisions to the International Projects & Partnerships Manager.

CANDIDATE PROFILE**Minimum Qualifications**

- Bachelor's degree OR at least two years of relevant professional experience in project/program coordination, international programs, partnerships, nonprofit operations, community development, or a related area.
- Demonstrated ability to coordinate multiple priorities, deadlines, stakeholders, or geographic workstreams.
- Strong written and verbal communication, organization, professional judgment, and follow-through.
- Ability to supervise and support remote contributors working across countries, cultures, and time zones.

Preferred Background

- Demonstrated knowledge of TBE programs, workflows, standards, and organizational culture.
- Experience coordinating international or multi-country projects or programs.
- Experience supervising remote, field-based, volunteer, stipend, or locally based team members.
- Experience working with nonprofit, community, education, development, or institutional partners.
- Comfort with Microsoft 365, Zoom/Teams, spreadsheets, shared documentation, and Monday.com or similar systems.

Scope & Decision Authority

The Coordinator may independently manage routine project coordination, staff follow-up, scheduling, documentation, approved partner communications, and established workflows. New partnerships, financial commitments, changes to project scope, formal organizational commitments, sensitive external communications, personnel actions, or other significant decisions require management approval.

What Success Looks Like

- Active projects have current schedules, documentation, ownership, and clearly tracked next actions.
- Field Coordinators and Local Program Liaisons receive timely direction, follow-up, and supervisory support.
- Country and project updates are consolidated accurately and communicated to management on a dependable cadence.
- Partner communications are professional, responsive, and aligned with approved project plans.
- Risks, delays, scope changes, or decisions requiring leadership involvement are identified and escalated early.

How to Apply

Current TOMA BAĀRE EDUCATION team members may submit a current Resume/CV through the internal application process. This position is not open to external applicants. Applications will be reviewed for an anticipated October 2026 start. Final appointment is subject to the organization's internal selection process and 90-day probationary period.

LinkedIn / Website Posting Copy

INTERNAL OPPORTUNITY: TOMA BAĀRE EDUCATION is inviting current team members to apply for International Projects & Partnerships Coordinator. This part-time leadership opportunity supports cross-country project delivery and supervises Field Coordinators and country-based Local Program Liaisons. Approximately 25 hours/week • Remote • Monday-Friday • Anticipated October 2026 start. Current TBE team members may apply through the Applications page.