Job Description
Program Coordinator: Collaborative Learning Project on Climate, Fragility, and Environmental Peacebuilding

Posted: 11 March 2022

**Position type:** Grant funded at part-time (75% or 30 hours per week), with opportunity to expand to Full time (up to 100%) based on funding availability

**Annual Salary:** US$55,000

**Application deadline:** Rolling; first interviews will be conducted in March 2022

**Start date:** April 2022

About CDA

**CDA Collaborative Learning** (CDA) a US-based international non-profit organization that exists to engage the complex questions that unlock positive, systemic change wherever communities experience fragility and conflict. For 25 years CDA has worked across international development, humanitarian assistance, and peacebuilding fields, as well as with corporations in two main ways: 1) leading large-scale collaborative learning projects that improve the wider sector’s effectiveness and accountability to people in contexts of conflict, such as establishing the Do No Harm framework that has become a core principle and practice of the wider aid sector; and 2) based on that learning, advising change processes for organizations, donors, corporate entities, their networks, and multi-stakeholder and other policy initiatives to have systemic impact. Additionally, CDA often plays a convening role and contributes to field building processes that erode sector, level, and geographic boundaries.

Throughout, CDA’s programming, partnerships, and role across sectors are driven by the same fundamental beliefs on which the organization was founded.

- Local capacities for peace: The perspectives and abilities of people affected by conflict must be at the center of addressing local and systemic challenges.
- Context matters: effective social change efforts depend on a deep understanding of and adaptation to the range of complex dynamics of communities.

CDA’s core team of staff works closely with a cohort of CDA Associates who have long-term agreements with CDA to partner on grants, contracts, and organizational processes. Staff and Associates are supported by CDA’s Board of Directors and Advisory Council members. Learn more about **CDA’s people and platform** and how we are putting our **organizational values** into practice.
About this position

CDA is recruiting a Program Coordinator to support the effective implementation and management of grants related to a new Collaborative Learning Project on the Climate-Fragility-Peace Nexus.

CDA is currently hiring the position at 75% level of effort to contribute to newly-funded research that will collect case studies on climate-conflict linkages across the globe. As funding becomes available and there is a strong fit with the selected candidate, the Program Coordinator’s role may become eligible to be expanded up to 100% level of effort, contributing to additional programs and new program development.

Background & Rationale

The confluence of climate exposure, fragility, and potentially violent conflict demands a rethinking of humanitarian, development, and peacebuilding practice (triple-nexus) in the 21st century. While the exact causal relationships among climate, fragility, and conflict are inherently complex and sometimes contradictory, there is no doubt that climate change is having extreme effects on ecologies, livelihoods, resource use, economies, and health. Climate change could push an additional 132 million people into poverty by 2030, and could result in the displacement of a 143 million by 2050 with detrimental effects for global peace and development. Climate change is therefore seen as a “threat-multiplier” in violent conflict, exasperating existing conflict drivers by putting pressures on livelihoods, economies, amplifying resource competition, spurring migration, and contributing to habitat loss.

The climate-fragility-peace nexus presents a radically new operational environment for humanitarian, development, and peacebuilding interventions. It poses a new set of complex challenges, in which social, political, economic, and environmental problems must be addressed systemically and simultaneously across various scales, incorporating local, national, regional, and global programs. In contributing to the growing knowledge base on climate, fragility, and conflict CDA Collaborative Learning Projects is developing practitioner-centered evidence base tools and assessment frameworks through a rigorous and long-tested collaborative learning approach that has been adapted to purpose.

Specific responsibilities based on part time role (30 hours per week)

The Program Coordinator, will lead or support:

- Workplan development and management
- Accountable relationships with funders, including technical and financial reporting requirements
- Recruitment, contracting, and support of consultants and partner entities participating in the research
- Organizing consultations for findings analysis
- Conducting desk research, contributing to case study research, and participating in analysis
- Drafting and editing support to the project lead and other researchers, as well as authoring original products of the research, such as issue papers or analysis blogs
- Participating in CDA all-team processes, as well as committees or working groups as time allows

The position will work directly with the Project Lead, as well as CDA’s President, Finance Director, and other team members, as well as coordinate with CDA Associates and consultants related to the project.

Desired qualifications

- A higher degree or equivalent experience in climate change, environmental management, environmental humanities and/or peacebuilding.
- Experience and commitment to participatory and collaborative approaches to learning and development.
- Experience with non-profit budget management and grant compliance.
● Strong writing, editing, and communications skills in English. Additional language skills are a plus.
● Familiarity with qualitative and quantitative research methods.
● A collaborative team spirit and creative thinker.
● A self-starter who takes initiative and does not need close supervision.
● Interest in CDA’s mission and supporting CDA’s continued development as an organization.
● Experience with grant management.
● Working or lived experience in fragile and conflict-affected situations.
● Ability to commit to CDA’s policies and uphold norms for conduct as outlined in our Code of Conduct and Anti-Racism and Social Inclusion commitments

Additional details

Salary and Benefits
The annual salary for the Programs Coordinator is US$55,000. CDA’s benefits package includes health coverage, dental coverage, life insurance, and a 401k retirement plan.

Physical Requirements
CDA is headquartered in Cambridge, MA, USA. For this position, remote work is possible. While it will be ideal for the Program Coordinator to travel to be in person with the team at times, it is not a requirement to live in the Cambridge area.

Time Requirements
This position is starting at 75%. As funding becomes available and there is a strong fit with the selected candidate, it is envisioned that the role will expand up to full time, contributing to additional programs and new program development.

Equal Opportunity Employer
CDA is an equal opportunity employer and encourages women, people of color, queer and gender non-binary people, and candidates from other underrepresented and intersectional backgrounds and identities to apply. Please see CDA’s anti-racism and social inclusion commitments and action plan.

Application Process

Applications are being accepted on a rolling basis until the position is filled, with an ideal start date in April 2022. Applications should be emailed to personnel@cdacollaborative.org with a subject line: Program Coordinator: Collaborative Learning Project on Climate, Fragility, and Environmental Peacebuilding.

The application must include the following:
● Cover letter explaining your experience and interests pertaining to this application (1-page max)
● Resume or CV (no more than 2 pages)
● One writing sample related to the position
● Three references, including names, affiliations, preferred phone and email contact information (references will only be contacted in advanced applicants)