



## POSITION DESCRIPTION

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# Program Coordinator (Pacific Islands)

### POSITION TYPE

Full Time

### REPORT TO

Pacific Islands Regional Manager

### KEY WORKING RELATIONSHIPS

- Senior Program Coordinator
- Marketing and Communications Coordinator
- Head of Learning Design
- Operations and Human Resources Coordinartor

### LOCATION

Fiji (flexible)

The Program Coordinators (Pacific Islands) will play an integral role in ygap's Pacific Islands portfolio, growing our ability to achieve a more equitable and sustainable world through inclusive entrepreneurship.

Working closely with the Pacific Islands Regional Manager and Senior Program Coordinatoor, the successful candidate will be responsible for the coordination of our Fiji programs, such as:

- Our [yher Pacific Islands Accelerator](#) to support women-led ventures in growing their businesses.
- Our partnership with Mastercard, the Australian Department of Foreign Affairs and Trade and Fintech Pacific under the [Business Partnership Platform \(BPP\)](#) to develop and deliver an innovative payments solution for women-led micro and small businesses in Fiji.

## ABOUT YGAP

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ygap is an international organisation that create positive change by making entrepreneurship more inclusive.

We believe that business can be a force for good, and that entrepreneurship is key to solving the most challenging social and environmental problems facing our world today. But for this to happen, the world's diversity must be represented in creating these solutions and the systems that enable them to succeed.

ygap exists to increase the capacity and agency of entrepreneurs to run successful businesses, and reduce the barriers that inhibit access and inclusion within the entrepreneurial ecosystem.

Since 2008, we have run 59 programs that have supported 616 ventures working to make change in their communities. We have offices led by local teams in Africa, South Asia, the Pacific Islands and Australia.

## OUR RECRUITMENT GUIDING PRINCIPLES

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We have three guiding principles by which we approach our hiring process:

- We embrace flexible work arrangements, built on trust and respect.
- We encourage applicants from all cultures, ethnicities and backgrounds.
- ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations. We welcome all people to be unapologetically themselves. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to advance globalequity through inclusive entrepreneurship. Totruly achieve this, we need a community that is representative of the people we serve; thepeople of the world.

## OUR VALUES

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### **We challenge barriers to equality**

Inequality isn't accidental; it exists as a result of systems that support the success of some people over others. We strive to bring down those barriers that exist in the entrepreneurial space, and reimagine a system that is accessible and inclusive for all.

### **We back local change**

Our work is fully informed by the people we seek to serve, with the understanding they are best placed to find solutions to the problems they face. Our work is always led by the knowledge of our expert local teams and the needs of the communities they work with.

### **We collaborate to achieve shared value**

We are outcomes-led and actively seek out partners and funders who share our vision of an equitable and sustainable world, and who trust our team and the quality of our work to find the right solutions.

### **We choose courage over comfort**

We actively champion gender, diversity, inclusion and sustainability in every aspect of what we do - from the internal processes of our team, board and organisational structure, to the external operations of our body of work.

### **We boldly pursue change**

We're a collaborative and cohesive global team who are passionate about our work. We commit to being courageous in challenging what's not working, bold in offering solutions for what might, acknowledging of our own privilege, honest when we get things wrong, and proactive in learning and growing with an open mind.

## KEY SELECTION CRITERIA

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### Essential

- 1-2 years of professional experience.
- Demonstrated experience scoping and organising logistics for events, workshops, and/or activities.
- Excellent organisational and time management skills, able to work across multiple programs.
- Excellent verbal and written communication skills, accustomed to collaborating with diverse stakeholders.
- Accustomed to working alongside multi-cultural audiences.
- A deep knowledge and informed understanding of Fiji's cultural context and community/family dynamics, including the unique challenges women face.
- A passion for supporting and empowering women entrepreneurs.
- Qualifications in business, project management, and/or related courses.
- Highly computer literate, proficient in business, meeting and messenger tools. Experience with Google Workspace, Slack, Canva and/or Clickup is advantageous.

### Desirable

- Written and verbal fluency in Fijian (Vosa Vakaviti) and/or Fijian Hindi.
- Understanding of and experience in supporting a small business.
- An understanding of the Gender Equality and Social Inclusion (GESI) Framework.

## KEY COMPETENCIES

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- Detail-oriented – Understands the importance of essential smaller parts to contribute to larger outcomes and commits to delivering on both large and small in equal measure.
- Flexible and creative – Adjusts to the context, able to troubleshoot, problem solve and adapt.
- Proactive and responsible – Takes initiative and ownership from beginning to end and meets or exceeds expectations.
- Collaborative and empathetic – Works well alongside team members and understands the competing priorities and needs of various stakeholders.
- Curious and thoughtful – Seeks clarification and insights and thoughtfully considers all angles, context and relevant information in determining a course of action.
- Able to work in a high-paced and at times fluid environment.

## KEY RESPONSIBILITIES

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### Coordination & Logistics - 70%

- Scope and coordinate logistics related to workshops, information sessions, training activities and showcase events throughout Fiji, including itineraries, procurement, travel arrangements, supplier, guest and venture liaison.
- Identify and coordinate program support resources, such as co-facilitators, mentors, advisors, speakers and translators.
- Coordinate the production and delivery of communications, training and program materials.
- Support the collection and log of impact data, including baseline, endline and annual cycles.
- Maintain financial records associated with program activities.
- Maintain systems, processes that ensure the efficient and effective operation of ygap Pacific Islands, providing timely and accurate updates of developments.
- Support the development of post-program reports and compliance with funding arrangements.

### Relationships & Outreach - 30%

- Execute the recruitment and selection processes for the yher and BPP programs, including marketing and communications, mobilising partnerships, entrepreneur liaison, coordinating interviews, and performing due-diligence.
- Lead program onboarding and orientation across participating ventures, mentors, advisors, speakers and partners.
- Act as the key point of contact for participating ventures and MSMEs.
- Maintain local relationships across mentors, advisors, partners and key stakeholders, e.g. government agencies, development programs, MSME support organisations and informal business networks.

## APPLICATION PROCESS

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Please submit a cover letter and current CV addressed to Talei Goater at careers@ygap.org. Please include in the subject line of the email "Program Coordinator (Pacific Islands) - Application".

For more information about salary and the competitive local packaging, please contact Talei at the above email address.

Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.