



## Job Title: **Partnerships and Program Coordinator** – Every Pregnancy

**Location:** Remote (preference for candidates based in the UK, US, Pakistan, or Yemen)

**Reports to:** Chief Executive Officer, Every Pregnancy

**Type:** Consultant - Full-time or Part-time (negotiable)

**Start Date:** As soon as possible

**Compensation:** Commensurate with experience and location

### About Every Pregnancy

**Every Pregnancy** is a bold, partner-driven initiative committed to saving the lives of mothers and babies worldwide. Despite global progress in healthcare, nearly 800 women still die every day from pregnancy-related complications—most of them preventable. These deaths disproportionately affect women in fragile, conflict-affected, and underserved communities.

We are changing this narrative. Every Pregnancy connects the voices of the most affected women with changemakers around the world. Through our coalition of 33 organizations—based in the UK, US, Pakistan, and Yemen and operating in over 20 countries—we mobilize communities, drive resources, and scale holistic, culturally sensitive maternal health interventions that ensure that every pregnancy is safe.

### Role Summary

We are seeking a proactive, detail-oriented, and diplomatic **Coordinator** to provide high-level coordination and partner support across our growing coalition. This role requires strong judgment, emotional intelligence, and cultural humility. You will be the operational backbone of our movement, supporting coalition management, campaign execution, program documentation, and partner communications with excellence.

The ideal candidate thrives in dynamic environments, works independently, and brings a can-do attitude with a collaborative spirit. You are someone who comfortable editing a donor-facing report to the highest standard and with engaging with grassroots organizations across timezones and cultures.

## Key Responsibilities

### 1. Coalition Engagement & Coordination

- Serve as a key liaison across our diverse partner network, ensuring responsive, respectful, and context-sensitive communication at all times.
- Coordinate logistics, agendas, minutes, and follow-ups for coalition calls, technical office hours, campaign briefings, and strategy meetings.
- Manage onboarding and documentation for new partners; proactively support engagement and inclusion across all coalition members.

### 2. Campaign & Initiative Execution

- Support the delivery of high-impact campaigns such as *For Mama* by coordinating partner contributions, timelines, and deliverables.
- Help organize outreach activities, webinars, and joint events in support of strategic initiatives.
- Collaborate with communications, fundraising, and technical teams to ensure cohesive, timely execution of campaign plans.

### 3. Programmatic and Reporting Support

- Track and organize partner submissions including MNCH program descriptions, offline donation data, visibility assets, and impact metrics.
- Edit and format partner materials, reports, and briefs to a high standard of clarity, professionalism, and consistency.
- Assist in compiling strategic reports and presentations for internal leadership, donors, and external audiences.

### 4. Administrative & Operational Support

- Maintain shared systems (e.g. Google Drive, coalition contact lists, reporting trackers), ensuring accessible and accurate documentation.
- Support consultant coordination, scheduling, and alignment on deliverables.
- Manage timelines, flag risks, and support follow-through to keep workstreams on track and partners well-informed.

## Who You Are

- A highly organised self-starter who takes initiative and thrives in a fast-paced, mission-driven environment.
- Culturally competent, with experience working across diverse geographies and time zones.
- A team player who is curious, solutions-oriented, and brings a positive, can-do attitude to problem-solving.
- Diplomatic, kind, and confident in adapting your tone and approach to meet the needs of grassroots, faith-based, and institutional partners.
- Flexible and versatile with ability to take on different roles in a new, small-sized organization as required.



- Committed to equity and social justice, with a deep respect for the communities we serve.

## Required Qualifications

- Bachelor's degree in public health, international development, communications, or a related field.
- At least 3 years of relevant professional experience, including work with nonprofits, networks, or global coalitions.
- Exceptional writing, editing, and formatting skills—able to prepare high-quality reports and partner-facing documents.
- Demonstrated ability to work independently, meet deadlines, and manage multiple priorities effectively.
- Fluency in English (written and spoken); knowledge of additional languages such as Arabic or Urdu is an asset.
- Proficiency in Google Workspace, Zoom, and other digital collaboration tools.

## Preferred Qualifications

- Familiarity with maternal, newborn, and child health (MNCH) programming or faith-based advocacy.
- Experience in campaign coordination, fundraising support, or cross-cultural program implementation.
- Prior experience supporting remote teams and/or working in multicultural contexts.

## Equal Employment Opportunity

Every Pregnancy is an equal opportunity organization. We are committed to creating a diverse and inclusive environment and are proud to encourage applications from individuals of all backgrounds, regardless of race, ethnicity, religion, gender, sexual orientation, disability, or age. We value cultural sensitivity and global perspectives in our work and welcome candidates who reflect the diversity of the communities we serve.

## How to Apply

To apply, please submit a CV and a short cover letter highlighting your interest in Every Pregnancy and your relevant experience to: [careers@everypregnancy.org](mailto:careers@everypregnancy.org). Applications will be reviewed on a rolling basis.