

JOB DESCRIPTION

Job Title: Local Coordinator	Unit: Development Programs and Innovations (Building Resilience Through Inclusive Development and Gender Equality Project)
Reports to: Senior Coordinator, BRIDGE Project Supervises: N/A	Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Others (specify): _____
Job Level: Rank & File	Work Location: Baguio City
General Description:	
<p>The Local Coordinator will lead the implementation of the BRIDGE Project at the city level, integrating disaster risk reduction (DRR), climate change adaptation (CCA), gender equality, and inclusive development into local governance systems. The position requires close coordination with local government units (LGUs), civil society, and vulnerable communities to promote resilient and inclusive cities.</p>	
<p>Local Coordinator functions includes the following:</p> <ul style="list-style-type: none"> Coordinate the planning and implementation of BRIDGE activities in the city in coordination with relevant project personnel and city government counterparts. Support the mainstreaming of gender-responsive and socially inclusive DRR and CCA measures into local policies and programs. Serve as the city-level liaison among the BRIDGE national project management team, LGUs, barangays, civil society groups, women’s and youth organizations, and indigenous communities. Build and maintain partnerships with local academic institutions, climate scientists, and technical experts to strengthen evidence-based resilience actions. In coordination with the M&E Officer, monitor and report on program implementation and outcomes. . Collect sex-, age-, and disability-disaggregated data (SADDD) to track the program's inclusivity and impact. Document good practices, lessons learned, and success stories related to community resilience, gender empowerment, and climate adaptation. 	
<p>Educational Background/Work Experience:</p> <ul style="list-style-type: none"> Bachelor’s degree in Environmental Science, Community Development, Public Administration, Disaster Risk Management, Gender Studies, or related fields. Minimum of 2–5 years’ experience in local governance, DRRM, CCA, or development work with a strong gender and inclusion component. Knowledge of relevant frameworks such as the Philippine DRRM Act (RA 10121), Climate Change Act (RA 9729), Magna Carta of Women (RA 9710), and international frameworks like the Sendai Framework and the Paris Agreement. Demonstrated ability to coordinate multi-sectoral initiatives involving LGUs, NGOs, and community-based organizations. Strong facilitation, community organizing, communication, and report writing skills. 	

- Proficiency in local dialect is preferred.
- Willing to travel and conduct fieldwork in remote areas.

Other Skills/Qualifications:

- Strong time management and prioritization skills
- Basic knowledge in Microsoft Office Apps (Word, Excel, Powerpoint, etc.) and Google Workspace (Gmail, Calendar, Drive, etc.)
- Ability to communicate in English, both in written and oral form