



Cartwheel Foundation, Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

<i>Job title</i>	Program Administrator
<i>Organization</i>	Cartwheel Foundation, Inc. (CFI)
<i>Job summary</i>	The <i>Project-Based Program Administrator (PA)</i> supports the Program Team by assisting with administrative, documentation, and logistical tasks related to the implementation of Cartwheel's programs and projects. The PA helps ensure that program and partnership records, reports, schedules, and other requirements are organized, up to date, and completed in a timely manner, in line with Cartwheel's policies and program-project requirements.
<i>Engagement terms</i>	Part-time, Project-based with a six-month probationary period Project duration: October 2026 to September 2027
<i>Work arrangement</i>	Blended work arrangement requiring a minimum commitment of 12-14 hours per week (combination of remote work and face-to-face meetings or field visits, in accordance with safety protocols)
<i>Directly reports to</i>	Executive Director
<i>Coordinates with</i>	Program Officers, Partnerships Lead, Administrative Officer, Finance team, and other related organizational or group representatives

<i>Duties and responsibilities</i>	(a) Program Administration and Coordination • Provide day-to-day administrative support to Program Officers in the implementation of programs and projects; • Assist in organizing, maintaining, and filling the program documents, such as field visit reports, MOAs, education-related documents, and other program/project documentation • Facilitate travel and accommodation arrangements and other logistical requirements for field visits and program activities; • Coordinate with local contracts, partners, suppliers, and service providers to support field visits and program activities; • Assist in coordinating schedules, meetings, and other administrative requirements related to program implementation. (b) Financial Support • Assist in preparing and processing program-related administrative and financial documents, such as budget requests, expense reports, and other supporting documents; • Assist in monitoring program and project-related expenses and the completeness of supporting documents, in coordination with Program Officers and the Administrative Officer; • Assist in ensuring that program-related expenditures and supporting documentation are in accordance with Cartwheel's policies and applicable donor requirements; • Assist in coordinating with Finance/Admin team on financial and administrative requirements of programs and projects. (c) Partnerships Support • Assist in coordinating with CFI's partners, stakeholders, and other relevant organizations in relation to program activities; • Support Program Officers and the Partnerships Lead in coordinating communications and engagements with partners and stakeholders; • Assist in organizing meetings, correspondence, and other documentation related to partnerships and stakeholder engagement; • Provide administrative and logistical support for partnership-related activities and meetings (d) Performance of other relevant duties that may be agreed with CFI Team, toward the fulfillment of program goals.
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<i>Key competencies</i>	☒ Good oral, written and interpersonal communication skills ☒ Detailed-oriented, reliable, and able to manage multiple tasks and deadlines ☒ Strong initiative and creative problem-solving skills ☒ Ability to work independently and systematically, with minimal supervision ☒ Ability to collaborate and work as a member of a team ☒ Adherence to children's rights safeguarding principles ☒ Understanding for Free, Prior, and Informed Consent (FPIC) in relation to Indigenous Peoples
<i>Other experience and qualifications</i>	☒ College degree, preferably in Business Administration, Development Studies, Community Development, Social Sciences or related field ☒ At least one (1) year of experience in program/project administration, preferably in a non-profit, social development organization or working with Indigenous Peoples ☒ Familiarity with budget management principles ☒ Fluency in Filipino; openness to learning Sinama, the language of the Sama-Bajau. ☒ Adept at using MS Office (Excel, Word, PPT, etc.) and Google Office (Sheets, Docs, Slides, etc.) ☒ Familiarity with using connectivity software such as Zoom ☒ Must have adequate internet connection (enough to run a Zoom meeting) ☒ Preferably based in Metro Manila and willing to travel frequently for program- and project-related activities, partnership engagements, and meetings.

Application Process

Please submit a Letter of Intent and Curriculum Vitae to **joinus@cartwheelfoundation.org** with the subject line "Application: Program Administrator" not later than October 9, 2026.