



THINK EQUAL Mexico Programme Coordinator

Role profile

Title: Latin America Programme Coordinator

Engagement: 12 month contract as an independent contractor under a consultancy agreement.

Level of effort: The Consultant is anticipated to provide services at a level of effort averaging approximately 40 hours per week, as needed to perform the Services and meet agreed deliverables.

Fee: USD2,750 per month as a consultancy fee

Project Lead: Latam Director and/or Latam Regional Lead

Location: Yucatán or Campeche in Mexico

Travel: Local travel may be required on an ad hoc basis, subject to advance agreement.

About Think Equal

Think Equal is an award-winning global education initiative dedicated to building a more just, inclusive, and empathetic world by integrating Social and Emotional Learning (SEL) into early childhood education. Our programme is designed for children aged 3 to 6—when 90% of brain development occurs and lifelong attitudes and behaviours are most effectively formed.

Co-created with leading experts in neuroscience, education, and psychology—including Sir Ken Robinson, Dr. Marc Brackett (Yale Center for Emotional Intelligence), and Professor Richard Davidson—Think Equal equips educators with:

- 24 original narrative picture books (globally representative, translated in local languages)
- 90 step-by-step lesson plans aligned with national curricula
- Printable classroom and at-home resources.

Operating across 39 countries on six continents, our programme has already reached over 740,000 children in 48 languages. In 25% of these countries, national governments have adopted Think Equal as a mandatory part of their early years curriculum.

Recognised by UNICEF, UNESCO, and the World Bank, and a recipient of the WISE Award and HundrED Innovation Award, Think Equal is driving global impact in early childhood education.

Purpose of the Role: To support the development, implementation, monitoring and reporting of the Think Equal programme within Mexico. This role has a special focus on maintaining strong relationships with, and guiding local partners, including but not limited to regional, federal and local ministry of Education personnel and stakeholders, preparation of classroom lists and databases of participating schools / settings including but not limited to contact



details of heads and teachers, wherever possible, supporting with training plans, translation, quotes and research into printing and distribution of Think Equal books and resources. To ensure the smooth running and success of implementation of the Think Equal programmes on the ground, monitoring and checking on all steps and processes required for effective, high quality and sustainable implementation and impact, and to ensure close contact and ongoing support with the local teachers, partners, Secretaries of Education personnel (Federal and Local), CONAFE, and other stakeholders. To support the Global Programme's team in delivering Think Equal programmes as per the strategy of the organisation and national rollout.

Roles and Responsibilities

Relationship Building

- Plan and develop the program implementation in Mexico by liaising with local partners (especially local and national education authorities) and following-up and monitoring on the plans that are already in place.
- Communicate and liaise regularly with relevant stakeholders, representing the organisation as first point of contact and answering any queries regarding projects in Mexico.
- Keep very close contact with in-country partners to ensure Think Equal's reputational excellence and delivery of Think Equal's mission
- Strengthening government relationship with the Federal Secretary of Public Education and working towards expansion
- Making efforts to identify and pursue funding opportunities within Mexico., in collaboration with Think Equal's Business Development department and personnel.

Program Administration and Coordination

- Source and liaise with printers and couriers to obtain quotations, print books and resources as per Think Equal's requirements, and deliver as per deadlines in different areas and languages.
- Coordinate with the operations teams regarding translation processes, to ensure that materials are ready in line with implementation timelines.
- Deliver and/or support delivery Master or Teacher trainings, in-person or remotely according to the needs of the programmes..
- Report to the management on the status of programs in Mexico. This includes timely identification and communication of possible risks or delays and proposing troubleshooting strategies as a response to them.
- Support specific projects as directed by the Senior Management Team.
- Develop and maintain accurate filing systems and operational processes that ensure smooth and efficient organisational operation and capacity.



- Ensure that in-country partners are delivering the tasks which fall to their responsibility in a timely and successful manner and monitor and ensure that deadlines and timetabled milestones are reached in-country.
- Make all possible endeavors to ensure that Think Equal training is Included within the local professional development training including, but not limited to, platform (USICAMM).
- Support communications work of the organisation.
- Support Business Development colleagues in their requirements for fundraising efforts.
- General ad hoc office administration as part of a small self-servicing team; undertaking any other reasonable support, initiative and/or activity as required.

Monitoring and Evaluation

- Support the creation and delivery of reports to be provided for Mexico projects. This includes updating the Monday.com platform, budget reports, reporting progress at team meetings and sharing reliable information in a timely manner for Board reports and other documents as needed.
- Support the implementation of Monitoring Evaluation & Learning (MEL) tools, tasks by implementing partners and other key stakeholders when necessary as part of active projects.
- Keep detailed schedules of expenditure with narrative as to what the items of expenditure have been to maintain projects within Mexico, to ensure that Think Equal senior management and finance teams are clearly aware of the spend and balance of funding left for specific project implementation.
- Support the development and strengthening of actions and provision of useful information for the longer-term sustainability of the Think Equal projects and for its ongoing internal learning process, which can include closed (ended) and active projects.

Person Specification

Essential

- Minimum 5 years' relevant experience in programme management, education, international development or the NGO or Government sector.
- Strong experience building and maintaining relationships with government departments, education authorities and implementation partners.
- Proven experience coordinating programmes, including managing timelines, deliverables, budgets and multiple stakeholders.
- Excellent written and verbal communication skills in Spanish and English, with the confidence to represent the organisation externally.
- Strong organisational, problem-solving and reporting skills, with the ability to work independently and manage competing priorities.



Desirable

- Strong knowledge of the Mexican education system, including experience working with SEP, CONAFE or state-level education authorities.
- Experience/credentials for training teachers in early childhood education, and/or social and emotional learning, and/or wellbeing and/or mental health.
- Experience supporting Monitoring, Evaluation and Learning activities and programme reporting.

Other

- 1. Some local and international travel may be required.
- 2. Some work outside standard work location hours. Think Equal's core working hours are 14:00-16:00 GMT.
- 3. Remote consultants must have their own functional working space, which should include reliable internet and phone connectivity and a safe space free from distractions.

If you are interested in applying for this position, please complete the application form using the link [here](#) by 23 August 2026