



Project Soar Program Coordinator

A full-time, salaried position based at the Project Soar Headquarters in Gueliz, Marrakech. The Project Soar Coordinator will average five days of work, for an average of 40 hours per week. The Program Coordinator reports directly to the Program Manager.

This is a dynamic position for a true self-starter. Project Soar is ever-evolving and moves at a quick pace; multi-tasking and grace under pressure are essential. Excellent communication and organization skills are required to succeed in this position. The ideal candidate will be self-assured, a natural leader and true team player. Project Soar is a proud feminist organization and the Coordinator should identify as a feminist as well.

Job Duties

Programs: Includes Project Soar in a Box (PSB), Soar Clubs (SCs), Soar Dialogues (SDs), Building Greater Girls' Rights Movement (BIGGER), and other special projects

- Assist in the development and rollout of Project Soar programs to all new sites
- Manage registration and refreshing of Project Soar sites
- Assist with the launch/maintenance of existing and new programs as they arise
- Assist with coordination and execution of all relevant trainings and events
- Have an in depth knowledge of the Project Soar Empowerment Curriculum and related program toolkits
- Assist with Curriculum updates, and modifications as needed
- Maintain all data and paperwork affiliated with Project Soar programs
- Work with the Programs Team to help update and create program evaluation forms
- Track and report progress of assigned Empowerment Facilitators & program sites
- Provide full support for assigned Empowerment Facilitators in Morocco, including site visits, virtual meetings
- Develop system of communication & schedule, ensuring regular connection with all Empowerment Facilitators/PS Girls
- Help launch Project Soar in new countries, if applicable
- Assist with the planning of meetings, camps, activities, and visits
- Represent Project Soar at events and meetings with local stakeholders, donors, and government partners

Team Management & Admin

- Maintain accountability for all tasks assigned and projects taken on
- Report any changes to the Facilitators' availability
- Update Asana and Salesforce as needed
- Utilize all online systems of choice for various aspects of PS Operations
- Translate documents as requested by PS team

Project Soar HQ Site

- Assist with posting of all events and schedules at PS HQ
- Support Douar Laadam Community Center as needed
- Assist and lead visitor tours, workshops and HQ events
- Ensure that the PS HQ is actively involved in community
- Share the PS mission with family and community members

Facilities Management

- Contribute to the oversight of PS facilities, property & equipment
- Assist in any maintenance or technology issues, as needed
- Ensure respect is maintained for all members and spaces in the PS Community

Special Projects

- Participate in future Grant Applications and subsequent management
- Assist with the implementation of existing Special Programs.
- Assist with Special Program Trainings
- Assist with additional special projects, as needed

Requirements

- Fluent Moroccan Arabic and advanced English are required. Advanced French desired.
- 3 to 4 years of similar previous work experiences
- Motivated to develop, execute, and monitor strategy and systems
- Strong training and facilitation skills
- Ability to work and communicate with people from different backgrounds, and cultures
- Exceptionally organized and a strong communicator
- Strong problem solving skills including the ability to analyze complex situations, think critically and develop innovative solutions for challenges faced in the workplace
- Strong writing skills
- Strong working knowledge of Microsoft office (Word, Excel), Google Sheets and software applications
- Experience using Slack, Asana, and Salesforce

Compensation and Benefits

- Salary in line with local standards
- CNSS enrollment
- Up to 32 days of Paid Time Off (holidays included) annually
- Laptop and cellphone with data plan provided for work use
- Standard 90 day probation period

If you are interested, please send a Cover letter that illustrates the qualifications relevant to this role and a resume in English as a single PDF (titled: LastName-FirstName-PS Program Coordinators Application) to kawtar@projectsoar.org with PS Program Coordinator in the subject line. Only completed applications will be considered.

Deadline: July 9, 2023

This description is not intended to be fully comprehensive, but rather an overall guideline. There may be items that are not detailed here that may need to be handled, as they arise. Above all, Project Soar is a team, and we all do what we need to do in order to deliver our mission with as much impact as possible.