



## JOB DESCRIPTION

### Project Coordinator

**Position:** Project Coordinator

**Organization:** IDMAJ Foundation for Development

**Location:** Casablanca, Morocco

The IDMAJ Foundation for Development is seeking a detail-oriented and proactive Project Coordinator to facilitate the successful implementation of various programs and initiatives within our cultural and community centers. As the Project Coordinator, you will play a vital role in ensuring seamless coordination, efficient execution, and timely delivery of projects that contribute to our mission of promoting cultural diversity and community engagement.

### Responsibilities:

#### 1. Project Planning and Execution:

- Collaborate with cross-functional teams to define project scope, goals, and deliverables.
- Develop detailed project plans, including timelines, tasks, and resource allocation.
- Monitor project progress, identify potential issues, and implement corrective actions as needed.

#### 2. Stakeholder Communication:

- Act as the primary point of contact for project-related communication among internal teams, external partners, and stakeholders.
- Facilitate regular status updates and progress reports to keep all parties informed.

#### 3. Resource Management:

- Coordinate and allocate resources, including personnel, materials, and budgets, to ensure project requirements are met.
- Work with relevant teams to identify and resolve any resource constraints or conflicts.

#### 4. Risk Management:

- Identify potential risks and obstacles that could impact project timelines or outcomes.
- Develop risk mitigation strategies and contingency plans to minimize disruptions.

#### 5. Documentation and Reporting:

- Maintain accurate and up-to-date project documentation, including plans, schedules, budgets, and reports.
- Generate regular reports on project status, key performance indicators, and milestones achieved.



## 6. Quality Assurance:

- Ensure that project deliverables meet the established quality standards and align with the organization's goals.
- Conduct regular reviews and assessments to identify areas for improvement and implement necessary adjustments.

## 7. Cross-Functional Collaboration:

- Collaborate with program managers, communication specialist, and other relevant teams to ensure cohesive project execution.
- Foster a collaborative and positive work environment that promotes teamwork and knowledge sharing.

## 8. Resource Mobilization:

- **Explore Funding Opportunities:** Proactively identify and pursue diverse funding opportunities to ensure the financial sustainability of the cultural and community centers. Research and assess potential funding sources, including grants, sponsorships, and partnerships, aligning them with the Foundation's mission and goals.
- **Grant Proposal Development:** Develop persuasive and compelling grant proposals that effectively communicate the impact and value of the cultural and community centers. Collaborate with relevant teams to gather necessary information and ensure alignment with the Foundation's strategic priorities.
- **Cultivate Donor and Sponsor Relationships:** Build and nurture relationships with potential donors, sponsors, and partners who share our commitment to cultural diversity and community engagement. Engage in meaningful conversations to showcase the centers' significance and foster long-term support.

## Qualifications:

- Bachelor's degree in project management, business administration, or a related field. Project management certification is a plus.
- A minimum of 3 years of experience in project coordination, preferably within cultural institutions, community development organizations, or similar sectors.
- Proficiency in project management tools and software for planning, scheduling, and tracking.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal, in English and Arabic, French is desirable.
- Problem-solving and critical-thinking abilities to address challenges and make informed decisions.
- Ability to work independently and collaboratively in a fast-paced environment. Familiarity with budgeting and financial management principles.
- Passion for promoting cultural diversity, community engagement, and social inclusion.



## **Application Process:**

To apply, please submit the following documents to [HR@idmaj.foundation](mailto:HR@idmaj.foundation):

- A detailed resume or curriculum vitae (CV).
- A cover letter highlighting your relevant experience and explaining your interest in the position.

The IDMAJ Foundation for Development is an equal opportunity employer and encourages candidates from all backgrounds to apply. Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for further evaluation.

**Note:** The responsibilities and qualifications mentioned above are intended to provide a general overview of the position and should not be considered an exhaustive list. The Project Coordinator may be required to perform additional tasks as assigned by the IDMAJ Foundation for Development to meet evolving project needs.