



Project Soar Microgrants 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 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 support of microgrants program coordinator, Project Soar in a Box, and other special projects

- Manage/assist the development and rollout of the Soar Club Microgrants Program
- Develop and oversee the micro-grant application process for Soar Clubs, ensuring clarity, fairness, and alignment with Project Soar's objectives
- Create application guidelines and templates for clubs to use in preparing their proposals and budgets
- Provide guidance and support to club leaders in understanding the application requirements and developing strong project proposals.
- Develop a review and evaluation process of grant applications, considering factors such as project feasibility, impact, and alignment with Project Soar's mission.
- Manage data collection and inputting in Project Soar's database
- Oversee with coordination and execution of all relevant trainings and events
- Communicate grant decisions to club leaders in a timely and transparent manner, providing feedback and assistance as needed.
- Organize and coordinate the Soar Club Digital Summit, including logistical planning, agenda development, and participant engagement.
- Monitor the progress of funded projects via check-ins and progress reports, ensuring compliance with grant requirements and deadlines.
- Collaborate with Project Soar staff to disseminate summit outcomes and amplify the impact of club projects within the organization and beyond.
- Capture and document key insights and outcomes from the summit, synthesizing lessons learned and best practices for future Soar Club activities.
- Have an in-depth knowledge of the Project Soar Curriculum and related program toolkits
- Have an in-depth knowledge of Project Soar's mission, values, and programs
- Assist with Curriculum updates and modifications as needed
- Work with the Programs Team to help update and create program evaluation forms
- Track and report the progress of grant recipients
- Develop a system of communication & schedule
- Attend site visits as needed



- Represent Project Soar at events and meetings with local stakeholders, donors, and government partners
- Assist in launching new Project Soar programs as needed

Team Management & Admin

- Maintain accountability for all tasks assigned and projects taken on
- 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
- Support Douar Laadam Community Center as needed
- Assist and lead visitor tours, workshops and HQ events
- Ensure that the PS is actively involved in community
- Share the PS mission with family and community members
- 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
- 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, advanced English, and Advanced French are desired.
- 3 to 4 years of similar previous work experience
- Strong data management skills
- Strong organizational skills
- Experience with managing budgets
- Experience with event planning
- Experience with program coordination and management
- 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
- 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 Microgrants Coordinator Application) to kawtar@projectsoar.org with PS Microgrants Coordinator in the subject line. Only completed applications will be considered.

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.

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