# Project Soar in a Box Coordinator

*A full-time, salaried position based at the Project Soar Headquarters. The Project Soar in a Box Coordinator will average five days of work, for an average of 40 hours per week. The PSB Coordinator reports directly to the Office Director and is accountable to the Field Manager.*

*This is a dynamic position for a true self-starter. Project Soar is constantly evolving and moves at a quick pace. Excellent communication and organization skills are required to succeed in this position. The ideal candidate will be self-assured, a natural leader and a true team player.*

## Job Duties

**PS in a Box / Girl Leader Clubs**

- Assist in the development and rollout of PSB to all new sites
- Assist with the launch/maintenance of Girl Leader Clubs
- Manage registration of refreshing PSB sites
- Assist with coordination and execution of all relevant trainings
- Work with Office Director to develop Facilitator Evaluation forms
- Have an in depth knowledge of the program curriculum
- Assist with Curriculum updates, as needed
- Track and report status of all PSB Facilitators & GLC sites
- Maintain all metrics and paperwork affiliated with PSB & GLC
- Assist with measurement and evaluation of PSB & GLC
- Provide full support for assigned Facilitators at Morocco PSB, including site visits
- Provide full support for assigned Girl Leaders at Morocco GLC, including site visits
- Assist Facilitators and Girl Leaders with troubleshooting challenges
- Develop system of communication & schedule, ensuring regular connection with all Facilitators/Girls
- Assist in planning and logistics for all GLC activities
- Track and report status of all PSB Facilitators & GLC
- Assist with the planning of meetings, events, camps and press visits

**Team Management & Admin**

- Maintain accountability for all tasks assigned and projects taken on
- Ensure PS Google Calendar is up to date with Support Schedule
- Report any changes to Facilitator availability
- Utilize all online systems of choice for various aspects of PS Operations
- Maintain proper expense reporting and time sheet management
- Translate documents as requested by PS team

**Project Soar HQ Site**

- Assist with posting of all events and schedules at PS HQ and surrounding village
- Assist with PS HQ Registration
- Support HQ PSB as needed
- Assist with visitor tours and workshops
- Establish PS HQ's presence as an important member of the community
- Share the PS message with family members and villagers

**Facilities Management**

- Contribute to the oversight of PS facilities, property & equipment
- Follow security methods for keys, access and all valuable PS property
- 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 additional special projects, as needed

## Technical Skills

- Fluent Moroccan Arabic and advanced English required; Modern Standard Arabic and French helpful
- Strong writing skills
- Strong working knowledge of Word, Excel essential
- Ability to travel to Douar Ladaam five times per week

**If you are interested, please send your CV and Cover letter in English to hr@projectsoar.org by October 23, 2019.**

*This description is not intended to be fully comprehensive, but rather an overall guideline for working. There are many areas that are not detailed here that may need to be handled by the PSB Coordinator, 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.*