



Future Leaders, Program Coordinator

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 a true team player, with experience as a guidance counselor.

Job Profile

The Future Leaders Project Coordinator will identify opportunities and develop a support strategy for post-high school for Project Soar girls. In Morocco, the PC will identify and execute on all opportunities for HQ and all Girl Leaders Clubs; in all other countries of operation, the PC will work with the Partner Organization to do the same. The PC will assist in the search to fill a full-time position.

Job Duties

***Morocco:** support of all PS girls, at HQ and all PSB/GLC locations*

- Develop a written strategic plan for the Future Leaders Program
- Work closely with Girl Leaders Clubs to share programming to all PS girls
- **Develop academic and career information guidebook (see bottom of document for outline)**
- Prepare the 12th grade girls for University entrance tests, mock interviews
- Advise 9th graders on the path they may choose in high school; arrange HS orientation day
- Provide one-on-one counseling to girls; support girls with goal setting
- Assist girls identifying their best-fit for university and other post high school options
- Guide girls through the college admissions process, including research and applications
- Identify Scholarship and Abroad Opportunities for PS girls
- Assist with application for all opportunities, including liaising with families
- Arrange visits to school orientation informational sessions & Career fairs
- Advise on opportunities for athletes & paths for sports-oriented girls
- Lead resume writing workshops
- Identify and secure summer internships for PS girls
- Liaise between the school administration and PS
- Liaise between girls' families and PS
- Establish contact with the school's parents' association
- Assist in establishing metrics, goals and indicators for success
- Measure and report on efforts, monthly

Partner Countries

- Develop training materials to be used during TOF detailing how to run the program
- Introduce the Future Leaders program to the PSB Liaison at partner organizations via training materials to be included in the TOF
- Work closely with the PSB Liaison from all Partner Organizations to establish how the Future Leaders Program will best function in their country
- Coach and support the liaison throughout the year, maintaining active contact
- Assist in establishing metrics, goals and indicators for success, with the Partner Organization
- Measure and report on efforts of the Partner Organization monthly
- Develop and Maintain Reporting on all activities and outcomes
- Manage financial budget for all activities within FL program

Job Duties : Programs

- Assist in HQ operations and programming as needed
- Support team members working on Development projects
- Participate in future Grant Applications
- Contribute to funding reports as required by grants
- Support Project Soar Managers as requested
- Support the PS Girl Leaders Clubs, as related to
- Support in the planning of meetings, events, training and visits
- Support Social Media efforts, as needed
- Communicate with the Program team about new information, expectations and requests
- Contribute to and assist with HQ special events, as needed
- Establish open and accessible relationships with Project Soar Girls
- Represent and act on behalf of Project Soar in Douar Laadam and the community
- Assist with additional special projects, as needed

Job Duties : Guidebook

- Research + compile disparate resources on university + career development
- Resume development
- Internships
 - Interviewing
- Format Guidebook and develop graphics with Graphic Designer
- Pre-test/Organize review of Guidebook
- Print 100 copies of Guidebook (Each location takes 5 copies)
- Develop distribution plan
- Develop Guidebook outline
- Write Guidebook
 - ✓ Career prospects
 - ✓ University benefits
 - ✓ University application process + funding resources
 - ✓ Vocational training benefits

Requirements

- Fluent in spoken Darija, advanced in spoken and written English and Arabic
- Experience in Academic setting preferred
- Motivated to develop, execute, and monitor strategy and systems
- Must be exceptionally organized and a strong communicator

- Strong computer skills; comfortable with online systems
- Knowledge of Excel, Word, Powerpoint
- Women candidates strongly encouraged to apply

Logistics

- Location: Project Soar Headquarters in Douar Ladaam
- Supervisor: reports to Project Soar Program Manager
- Proposed Schedule: 24 hours weekly over 3 days; will include Sundays
- Paid holiday, vacation and sick time is offered
- Salary in line with local standards

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.

If you are interested, please send your CV and Cover letter to hr@projectsoar.org .

PROJECT SOAR HEADQUARTERS, MARRAKECH, MOROCCO
GIVEBACK@PROJECTSOARMOROCCO.ORG