



Project Coordinator, Family Economic Success Program

Position description

The Trust for Social Achievement Foundation (TSA) is recruiting a motivated individual to start work as a Project Coordinator in our Family Economic Success Program. This is a full-time position.

About the TSA

TSA is a non-profit organization dedicated to reducing achievement gaps in early childhood development, education, and employment, with a focus on Bulgaria's Roma community. Over the past six years, we have supported more than 300 projects and partnered with 70 nongovernmental organizations throughout Bulgaria to reach more than 90 000 beneficiaries from under-served communities.

Currently TSA is recruiting a motivated and experienced individual to become Project Coordinator for the Family Economic Success (FES) program. The FES program supports initiatives that provide opportunities for low income families to obtain skills and job opportunities that lead to economic independence and self-sufficiency. The Project Coordinator will report directly to the FES Program Officer.

Responsibilities

The project coordinator will be expected to:

- Coordinate and organize TSA events, support scheduling and organization of meetings and trainings
- Organize meetings, visits, travel, and other events
- Responsible for efficient generation, processing and secure storage of paper records
- Manage and address invitations and requests from stakeholders and interested parties
- Prepare contracts and budgets for TSA-led trainings and initiatives
- Prepare financial reports and technical reports for the donor under the guidance of the CFO and the PO
- Monitor TSA program components
- Ensure deadlines and deliverables are met
- Coordinate and maintain active cooperation and communication with all involved in the program
- Help create and communicate TSA's role in the consortium
- Build collaborative relationships and share learning with partners
- Participate in and take minutes at national and international planning meetings
- Secure TSA's position and reputation within national context
- Take care of all printable media including – brochures, leaflets, posters, materials etc.
- Communication with FMO (Financial Mechanism Office)
- Communication with Consortium partners
- Implement, coordinate and report on the Health Scholarship Program
- Implement, coordinate and report on the Mentorship Program
- Keep abreast of other donors and programs supporting similar initiatives
- Address other needs as they arise in connection to the program, under the guidance and supervision of the Program Officer
- Engage in public speaking and attend meetings and/or conferences as needed

Technical and administrative support

- Organize folders and documentation connected to the projects – electronic and paper
- Prepare (create, collect, scan, and protect) documentation
- Create and clean any data connected with indicators of the project
- Prepare and submit after review from the FES PO to external funders mid-term and final reports, and other required paperwork
- Work with finance staff to track fund disbursement and develop financial reports
- Other needs as they arise in connection to FES, under the supervision and guidance of the Program Officer

Qualifications and Experience

The successful applicant must be a motivated, detail-oriented, creative, problem solver who takes ownership of their work results. Key attributes of the applicant should include: energetic, independent, well organized, efficient, resourceful, reliable and punctual, and able to work cooperatively in a team environment. Required qualifications and skills include:

- University degree;
- Prior experience in coordination of multifaceted projects
- High degree of general computer proficiency;
- Excellent oral, written, interpersonal and communication skills in English and Bulgarian;
- Ability to organize a workload, set priorities, and resolve problems with minimal supervision;
- Resourcefulness and flexibility; ability to work both independently and as a part of a team
- Critical thinking and analytical approach
- Close attention to follow-up and detail; ability to administer several tasks simultaneously; proven skills at time-management and organization
- Unquestionable ethics and personal integrity
- Commitment to TSA mission and values;
- Willingness to travel up to 25 percent of the time; overnight travel may be required;

Compensation and Benefits

We are offering a competitive remuneration package that is commensurate with experience, including standard benefits and flexible policies, a significant investment in your professional growth, and an energetic and professional working environment. This is a full-time labor contract position.

Interested applicants should submit a resume and cover letter by January 10, 2019 to inquiries@tsa-bulgaria.org