



Job Posting

Position: Project Coordinator

Location: Skopje, North Macedonia

Dates: February 1 or March 1 - August 31, 2019

*Application Window Closes on January 5, 2020

About MindLeaps

MindLeaps is an international NGO that transforms vulnerable youth into independent, self-aware and confident individuals. Utilizing creative programs that concentrate on shaping behavioral patterns and improving social-emotional learning, MindLeaps youth become resilient, goal-setting, successful citizens active in their school and community.

MindLeaps flagship program uses dance and music to attract youth to safe spaces combined with a software application to measure changes in life skills: memorization, grit, teamwork, respect/tolerance, self-esteem, creativity, and language. The program is always implemented in new communities through an intensive Train The Trainer whereby MindLeaps staff work hand-in-hand with youth leaders. These selected leaders are co-designers, co-implementers and become heart of the long-term program. Together, the needs of the new community are raised by the leaders and addressed in the implementation of the program. This is how MindLeaps has successfully set up programs in six countries around the world, serving over 3,000 youth annually.

About The Position

MindLeaps is pleased to be launching its first program in North Macedonia in 2020. In partnership with the US Embassy and Youth Community Center Cair (YCCC), MindLeaps is establishing a program in Skopje. The program will serve 450 youth between the ages of 14 - 18 years in three program tracks: dance to develop life skills, communications and business entrepreneurship.

MindLeaps is recruiting to fill a **Project Coordinator** position to assist the MindLeaps International Team in the implementation of this program. *The primary task of the Coordinator is to lead efforts in attracting youth to the program.* The Coordinator will be engaged in logistics, recruitment of youth participants, marketing/publicity/social media, reporting, and partner relations. The Coordinator will report directly to Project Supervisor from MindLeaps International Team.

The expected work schedule will be:

- February 1 - 10: Travel to MindLeaps Rwanda in Africa*
- **February 12 - March 8: Recruitment of Youth & Logistics**
- March 9 - May 30: Assist in Management of Train The Trainer & Cohort 1 of Youth
- June 1 - August 29: Assist in Cohort 2 of Youth

Payment will be task-based:

- Travel & Training in Africa: All-expenses paid, per diem in-country
- Recruitment & Management of Youth: \$750/cohort

- Logistical Support for Train The Trainer & International Team: \$500
- Marketing/Publicity/Social Media: \$250
- Reporting: \$250
- Partner Relations: \$500

Work schedule will be set by Project Coordinator in conjunction with Project Supervisor.

Requirements

- Project management experience
- Deep knowledge of Skopje, including partners, schools, and active groups in the area
- Experience working with children/youth
- Excellent communication skills
- Fluency in English
- Available for a flexible work schedule in Skopje from mid-February through August

Preferred Qualifications

- Fluency in Macedonian and Albanian
- Ability to commit to travel to Africa in February
- Marketing/Publicity/Design knowledge
- Intermediate/advanced level of computer literacy

Desired Characteristics

- Passionate about working with children and youth
- Adaptable to different work environments and cultures
- Effective communicator with a history of maintaining positive relationships with youth, children and their parents/guardians
- Responsible, punctual and collaborative

To Apply

Interested candidates are invited to apply no later than January 5, 2020 by filling out this Google Form: <http://bit.ly/2rUjFTS>

Shortlisted contacts will be notified on or by **January 13, 2020**.

Timeline for Selected Candidates

January 5: Application window closes

January 13: Shortlisted candidates notified

January 20: Successful candidate notified

February 1 - 10: **Travel to Rwanda** with Project Supervisor and MindLeaps International Team

February 12 - August 29: Ongoing work in Skopje with the MindLeaps program

Travel Opportunity to Rwanda

Candidate will be given an all-expense paid trip to travel to another MindLeaps program for intensive training in the MindLeaps methodology, data-system, reporting, communications and child development approach.

This period of time will be an essential part of the process to help guide the MindLeaps International Team on adaptations necessary for the implementation in Skopje. Candidate will work closely with the same team that will deploy the program in North Macedonia, including two selected local trainers.

Recipient will receive:

- Roundtrip airfare from Macedonia to Rwanda
- Accommodations in Kigali, Rwanda, for 10 days
- Visa
- Vaccinations as needed
- Airport pick up/drop off in Kigali
- Per diem

Field Team:

- Rebecca Davis, Executive Director, MindLeaps (USA)
- Bashir Karenzi, Technical Director, MindLeaps (Africa)
- Project Supervisor, Communications Lead, MindLeaps (Balkans)
- Ronald Karungi, Dance Trainer, MindLeaps (Africa)