

Position Description

Title: National Project Coordinator- Afghan Response
Department: Programs
Reports to: CEO & Vice President of Programs
Contract Type: Temporary Employment (1-year contract)

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

The National Project Coordinator (NPC) will help structure, manage and support UpGlo's Afghan response. S/he will serve as project manager and hub for various tasks on the response campaign; consulting leadership, programs and communications to inform and shape initiatives.

Essential Duties & Responsibilities

- Partner with the Volunteer engagement team to create a pool and help match Afghan volunteers/alum to support Afghan jobseekers.
- Conduct front facing outreach to Afghan newcomers directly and through partnership networks, in partnership with outreach teams
- Represent the organization on base, in coalitions and to key stakeholders on implementation of Upwardly Global's Afghan response to advance workforce inclusion for Afghans
- Review/edit all Afghan related website/public portal content and public statements for usefulness and cultural sensitivity.
- Ensure smooth internal communications and coordination between development, executives, programs and communications
- Provide overall program management to ensure the smooth implementation of program activities, including developing and tracking work plan activities
- Staff and support job centers/services at bases, with refugee resettlement agencies, at State level.
- Manage logistics for travel, procurement, etc.
- Coordinate Afghan response proposals, reports and deliverables
- Produce weekly, monthly, or quarterly reports, or as required by donors;
- Coordinate and support programs teams with orientations, onboarding and mentorship matches.

Knowledge and Skills Required

- A professional and resourceful style; unparalleled tenacity; engaging communicator who takes initiative, and is able to connect with new people and organizations
- Excellent organizational and analytical skills with proven ability to prioritize projects and follow through with attention to detail and high-level accuracy
- Excellent written and oral communication skills, and strong presentation skills
- Flexible work attitude with proven ability to work productively in a team environment & independently
- Established network in the Afghan community
- Strong cross-cultural sensitivity
- Must be bilingual between English and at least one of the following languages: Farsi, Dari, Pashto and any other languages from Afghanistan.

Interested candidates should send a resume to HR@upwardlyglobal.org with National Project Coordinator in the subject line.