



Project Coordinator, “Scale It Up” Project

Position description

The Trust for Social Achievement Foundation (TSA) is recruiting a motivated individual to start work as a Project Coordinator in our “Scale It Up” Project. The project is funded through the Rights, Equality and Citizenship Program of the European Commission. The project aims to scale up the successful implementation of TSA’s model that brings Roma settlements into conformity with Bulgaria’s standards for urban planning, an important legal precondition for incorporation into the city water, electricity and sewage systems. The model emphasizes the importance of preserving existing homes that are the sole residence of poor and marginalized families, taking into account existing legal standards and in compliance with international human rights norms for adequate housing.

About TSA

TSA is a non-profit organization dedicated to creating opportunities for economically disadvantaged groups and reducing achievement gaps in early childhood development, education, and employment, with a focus on Bulgaria’s Roma community. We believe that every person in Bulgaria has the potential to positively contribute to Bulgaria's future. TSA has identified key moments that are making a real difference in helping to break the cycle of poverty for disadvantaged communities. Our work starts with the family foundation (the home), and continues throughout a child's early development, education, entry to the labor market, and eventual transformation into a role model and inspiration for the next generation of youth. To achieve our long-term vision, the Trust looks for gaps and obstacles hindering the progress of disadvantaged communities. We then rigorously evaluate and demonstrate " what works" and seek to deliver lessons to key stakeholders in order to improve public policies and to gain larger scale. Over the past eight years, we have supported more than 400 projects and partnered with 75 nongovernmental organizations throughout Bulgaria to reach more than 150 000 beneficiaries from under-served communities.

Responsibilities

The Project Coordinator will report directly to the Project Manager, who is the TSA Director of Institutional Partnerships.

The project coordinator will be expected to:

- Be in charge of project coordination in close cooperation with the Project Manager

- Actively communicate with project partners on a daily basis, participate in consortium meetings and prepare subsequent reporting
- Keep track of project plan and timeline, ensure deadlines and deliverables are met
- Prepare technical reports for the donor under the guidance of the Project Manager
- Develop, maintain and update project information on new and existing communication channels, webpage, social media, donor platforms, etc.
- Take the lead on all printable media including – brochures, leaflets, posters, materials etc.
- Coordinate and organize TSA events, support scheduling and organization of meetings workshops and trainings
- Prepare contracts and budgets for TSA-led trainings and initiatives
- Manage and address invitations and requests from stakeholders and interested parties
- Coordinate and maintain active cooperation and communication with all involved in the project
- Build collaborative relationships and share learnings with partners
- Secure TSA's position and reputation within national context
- Engage in public speaking and attend meetings and/or conferences as needed
- Address other needs as they arise in connection to the project and/or program portfolio, under the guidance and supervision of the Project Manager

Qualifications and Experience

The successful applicant's qualifications and skills include:

- University degree
- 3+ years of project administration
- Excellent oral, written, interpersonal, communication and presentation skills in English and Bulgarian
- Ability and willingness to create and identify new tools and approaches to effectively communicate with diverse audiences
- Ability to quickly digest large amounts of information and to synthesize into key messages
- Interest (and/or experience) in housing issues as they pertain to Roma communities (prior experience with a similar project or similar target community will be an advantage)
- 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
- Ability to administer several tasks simultaneously, proven time-management skills
- High degree of general computer proficiency
- Unquestionable ethics and personal integrity
- Commitment to TSA mission and values
- Willingness to travel up to 30 percent of the time

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 18-month labor contract position.

Interested applicants should submit a resume and cover letter by August 2, 2021 to inquiries@tsa-bulgaria.org