



VACANCY:
Project Coordinator (part-time, contract)

Status: Part-time

Type: Contract

Location: Remote / home-based

Employer: Canadian Women for Women in Afghanistan (CW4WAfghan)

Announced on: 27 May 2022

Apply by: Open until filled

Role Description:

We are seeking a skilled Project Coordinator to coordinate our e-learning and distance education work, which includes courses and classes for Afghan youth and adults including displaced Afghans, as part of CW4WAfghan's Technology for Education Program. This role includes coordinating production of several courses concurrently, and coordinating a team to move courses through each stage of production, to launch and student enrollment. This work will move our work forward designing and delivering high-quality virtual education for women and girls in Afghanistan, using the platforms we have developed for this purpose: the [Darakht-e Danesh](#) digital library and its sister site, [DDL Courses](#), a Moodle-based multilingual courseware platform developed for use in Afghanistan. This exciting role is a chance to contribute to critically important work realizing access to education for vulnerable populations. It requires a hands-on, resourceful, self-motivated individual with a knack for coordination work, a process thinker who is detail oriented, self-directed and sees themselves as accountable for the project's success. The successful candidate will be part of an enthusiastic, highly motivated and committed team who work together remotely in Canada, Afghanistan and internationally. This flexible position offers an opportunity to be part of a growing organization committed to responding to challenging human rights conditions in Afghanistan and united by the idea that human rights are universal, and that everyone deserves a quality education.

Job Duties:

- Coordinate course developers, translators, software developers, reviewers and others involved in the process of developing and publishing courses to move courses through each successive stage of development, to publication and launch;
- Establish work plans and set up other tools to push new courses through the development process, and track status of courses;
- Chair the Distance Education Team weekly meetings, to keep work on track and motivate team around the project;
- Initiate, negotiate and coordinate partnerships with third party content providers, such as seeking permission from license holders to localize and/or translate third party courses;
- Support recruitment and vetting of instructional designers and content developers;
- Identify, test and use innovative marketing strategies for marketing new courses;
- Other related tasks, as required

Required Qualifications and Experience:

- Minimum education: Bachelor's degree
- Previous project coordinator or project management experience, preferably in international development contexts
- Project or program experience relevant to e-learning, distance education, virtual learning environments, open education, or open courseware
- Strong English speaking, writing and editing skills
- A self-initiated process thinker

- Deadline oriented
- Cross cultural communication skills and experience working with a multinational team both in person and remotely

Preferred/helpful:

- Previous experience coordinating content for online and distance education modalities
- Experience with instructional design, content development, or curriculum development process
- Experience with distance/virtual education in developing country contexts
- Experience with virtual education and/or learning material development in multilingual contexts
- Experience using Slack, Jira and/or other project management apps
- Experience working on shared drives such as GoogleDrive

To Apply:

Applicants living anywhere in either Canada or internationally are invited to apply to this home based contract position. Applications should include:

- A cover letter describing the applicant's relevant experience and interest in the position. The cover letter should be in the body of the email, and not an attached document.
- Recommended: please include sample work through links or attachments.
- Applicant's resume including two professional references.

Please apply soon, as applications are considered as they are received, via email to: Recruitment@CW4Wafghan.ca. No phone calls please. Only successful applicants will be contacted for an interview.

About CW4Wafghan:

Canadian Women for Women in Afghanistan (CW4Wafghan) is a Canadian charity founded in 1998 to advance education for Afghan girls, women and their families, and to educate Canadians about human rights. We develop and deliver high quality education programs and resources in three areas: 1. Investing in Basic Education; 2. Community Literacy and Libraries; and 3. Technology for Education; and in Canada, through two programs: Public Engagement and Advocacy. In Afghanistan, our programs establish school and community libraries, run literacy classes for women of all ages, undertake teacher education, refurbishing schools with science laboratory materials, and more. CW4Wafghan members believe that individuals, as global citizens, working in solidarity and with integrity of purpose and action, can affect positive change in the world through education and the promotion of human rights. The organization's mission is: *Canadians taking action, in partnership with Afghan women, towards improving conditions of human rights, ending women's oppression, and providing opportunities for Afghan women to live their lives with dignity, certainty and purpose.* To learn more about us, visit: www.cw4wafghan.ca