



AFGHAN WOMEN'S CENTRE OF MONTREAL
HIRING A PROJECT COORDINATOR

6-Month Contract, from mid-September for 20 hours/ week
Please send your resume and cover letter to: cfam223@gmail.com

The application deadline is August 15, 2023

Competitive salary based on experience, can be discussed during the interview.

TASKS

1. Develop and execute project plans and timelines in collaboration with the Executive Director and staff .
2. Coordinate the day-to-day operations of assigned projects, ensuring timely delivery of project milestones and objectives.
3. Develop evaluation and monitoring tools for project progress, making necessary adjustments to ensure successful project outcomes.
4. Prepare and present regular progress reports to the Executive Director and to the Reviewing Committee, highlighting achievements, challenges, and recommendations.
5. Identify and address potential risks and obstacles during project implementation, outreaching community members to evaluate their needs.
6. Maintain accurate project documentation and data management systems.

SKILLS

- Fluency in English and French. Proficiency in Dari is an asset.
- A minimum Bachelor's degree required in a relevant field (e.g., social sciences, international development, project management).
- Keen interest in the rights of women as well as refugee and immigrant rights.
- Proven experience in the NGO/community sector between 3- 5 years.
- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.
- Proven ability to work in a multicultural and multi-ethnic environment.
- Demonstrated ability to work independently and as part of a team, with a strong commitment to promoting diversity and inclusion.
- Proficient in Microsoft Office Suite, project management tools, such as marketing and outreaching tools etc.