



WE'RE HIRING!

Deadline: August 16, 2019, 23:59

Job Title: Project Coordinator, *Hero Mothers* Program

Job Type: Full time

Location: Bishkek, Kyrgyz Republic

Description:

The Hero Mothers Program (HMP) is For Families' signature legal empowerment initiative, through which we create women's support groups to build members' confidence, leadership skills, and capacity to represent themselves in court. Successful graduates of HMP can become members of For Families' staff and lead their own community-based legal empowerment self-help groups, thereby achieving economic success and spreading access to justice across their communities.

As Project Coordinator of the HMP, you will work closely with the For Families Director to ensure that the program is completed to the highest level of excellence. You will oversee the smooth, well-planned, and coordinated implementation of the 12-month HMP program, contribute to content development and ongoing review of lessons learned, and build and maintain lasting relationships with the For Families network of community members, local government partners, HMP participants, and participants' family members. Your leadership in the HMP will position us to achieve maximum impact in our core community and prepare us to up-scale the program to new locations in the Kyrgyz Republic.

Qualifications:

- Undergraduate degree with a strong academic record - preference for degrees in the social sciences or law;
- 1+ years of work experience. Preference is for those with a background in community engagement, service provision to disadvantaged families/communities, community-based project management, legal aid, or similar fields;
- Professional-level Kyrgyz and Russian language capacity; intermediate English is strongly preferred.

Indicative Responsibilities:

1. Coordinate the For Families HMP to ensure its successful implementation, including:
 - a. Managing all logistics for weekly training sessions and HMP final conference, scheduling FF staff meetings, and ensuring that all deadlines of the HMP Work Plan are well-communicated to the implementation team;
 - b. Overseeing the HMP financial reporting, including collecting and cataloguing receipts from program activities, maintaining the ongoing ledger, and coordinating with the For Families accountant for timely and accurate reporting;



2. Build and maintain relationships with key HMP partners and beneficiaries, including:
 - a. Maintaining weekly contact with all women participants, their children, and other relevant family members;
 - b. Managing and expanding For Families' existing partnerships with local government officials, lawyers and judges, informal community leaders, and NGO/CSO partners;
3. Contribute to the content of the HMP, by:
 - a. Conducting targeted research on select HMP topics on an as-needed basis (confidence-building, positive parenting, post-divorce budget planning, etc.);
 - b. Co-facilitating up to 2 women's support group sessions and children's sessions;
 - c. Translating relevant HMP materials from Russian to Kyrgyz;
4. Support the organizational development of For Families in close coordination with the Director by, for example:
 - a. Helping with the development of effective and efficient monitoring and evaluation schemes, including systematized methods for learning and adaptation during the HMP;
 - b. Contributing to the FF communications and outreach strategy;
 - c. Taking part in nonprofit management workshops and courses with the Director and jointly applying lessons learned to the HMP / For Families organization.

What We Look for in a Candidate:

- You recognize that success is a team outcome. You motivate your team members through positive modeling and encouragement, give credit where credit is due, and know how to delegate responsibilities to others to achieve maximum results;
- You are able to juggle multiple priorities and demands in a deadline-driven environment;
- You have superior attention to detail and take pride in the high-quality work you produce;
- You are excellent at communicating, negotiating, and building interpersonal-relationships with people of many backgrounds and outlooks;
- You seek an environment where you can contribute beyond your job description. You are ready to do whatever it takes to push the mission forward and step into larger responsibilities;
- You lead from the heart. You recognize that taking time for kindness, empathy, and attentive listening is a key to making the positive impact that you hope to see in the world.

How to apply:



Send an email to both meghan.mccormack@forfamilies.org and jomurbekova@gmail.com with the title, “Application for Project Coordinator - [Last Name],” by **midnight of Friday, August 16** and attach:

1. An up-to-date resume (in Kyrgyz, Russian, or English);
2. A video of up to 2 minutes, describing (i) who you are, (ii) why you want to work at For Families, and (iii) what makes you the right person to lead the *Hero Mothers* program (in Kyrgyz, Russian, or English);
3. At least one letter of reference from a former (or current) employer. This letter should be sent by your recommender to meghan.mccormack@forfamilies.org and jomurbekova@gmail.com by midnight of Friday, August 16. We request that your recommender(s) communicate directly with us and that their letters be shared confidentially.

Our Hiring Process:

Select candidates will be contacted for a brief phone interview with a member of the For Families leadership team within a week of the application submission deadline. Candidates should be prepared to converse in English, Kyrgyz, and Russian during this interview.

Candidates selected from the phone interview will be invited to complete a brief work task (up to 4 hours), and the 2 to 3 finalists to perform best on this task will be invited to interview with all members of the *Hero Mothers* program team for the final selection.

Please note that due to the high number of expected applicants, we will only be able to provide feedback to the 2 to 3 finalists as to why they were or were not selected for the position.

About For Families:

For Families Public Foundation has been working since 2018 to improve the well-being, equality, and happiness of families of the Kyrgyz Republic. Based in Bishkek, we run social norm change, legal empowerment, and research programming to (i) promote norms of non-violence, particularly within families, and (ii) introduce positive parenting methods and create an enabling environment for them. Our partners have included UNICEF, the US Embassy in the Kyrgyz Republic, and Public Foundation Future of the Country, among others.

Equal Opportunity Employer

For Families Public Foundation is an equal-opportunity employer. We celebrate diversity of all types and seek to create an inclusive and supportive environment for all employees.

If you need assistance or accommodation in the hiring process due to a disability, you may contact us at jomurbekova@gmail.com.