

# Job opening: Project Coordinator

**We are EVPA, the investing for impact community.**

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



## Smart Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.

## Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.

## Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

**Building a European Impact Ecosystem.** Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more [evpa.ngo](https://evpa.ngo)

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## Job Description

The Project Coordinator role is related to a new long-term program implemented in cooperation with the European Commission – MENA project. The program concerns the support to development of an inclusive social entrepreneurship ecosystem in the Southern Neighborhood countries of the European Union, Middle East and North Africa. The MENA project will involve cooperation with local partners, based in those countries, co-development of the activities with them and its implementation. We are expanding EVPA Team to implement those activities and to reinforce its managerial capacities.

As a Project Coordinator you will be the link between the local partners of the MENA project, as well as other EVPA members, and the Project Team of the project.

This is a full-time role, that can be based in one of the EU countries or, preferably in one of the countries of the Southern Neighborhood (i.e. Egypt, Tunisia, Morocco, Jordan).

## Roles & Responsibilities

- 1. You will work with various members of the project team and the partners, and especially close to MENA Project Manager, to develop a timeline for different activities, create schedules, and oversee progress to make sure goals are met on time and meet the EU reporting requirements.**
  - a. joining regular meetings of the MENA Project Team to follow up with the team on schedule with regards to implementation of the project plan
  - b. preparing summary reports and following-up with engaged team members and partners on meetings
  - c. ensuring with all team members and partners that all activities planned and implemented take into account the EU guidelines in relation to reporting, evidence collection, and visibility requirements
  - d. ensuring that all the documentations are in place and collected as evidence if needed.
  
- 2. Operational and administration support of the MENA Project Team including scheduling of the meetings, organization of events, study visits, and other activities of the MENA Project.**
  - a. scheduling and attending the meetings of the engaged partners and team members in coordination with the Project Team.
  - b. Strategically planning activities for the project
  - c. leading organizational activities (venue booking, logistics support, coordination with technical team, connecting speakers or EVPA members, and others) for regional or other European events in cooperation with Project Team and national partners.
  - d. Updating the CRM and other online repositories for archive and reporting requirements.

- 3. Maintain communication with the partnering organizations of the MENA Project and other involved stakeholders in coordination with the MENA Project Team.**
  - a. ensuring that all involved in the activities use and update the online systems for communication and storage of documents
  - b. facilitate communication with the partners in terms of their attendance to meetings, reporting, follow up on activities
  - c. collect inputs from the broader project team for regular update meetings and make sure issues raised are addressed
  
- 4. Liaison with the MENA Financial Coordinator and the Finance Team with regards to reporting and evidence collection of the MENA Project and other Policy related activities.**
  - a. work closely with Financial Coordinator and partner organisations to ensure compliance and due diligence in expenditure and reporting
  - b. collect and systematise activity implementation evidence to support financial reports

## Skills & Qualities

- Excellent **organizational skills** because you are responsible for making sure your part of the project stays on target, schedule and always follow through
  - Ability and experience in planning activities, building schedules and timely follow up on their implementation
  - Experience in independent organizing of events, meetings of diverse stakeholders and individuals, including logistics, participants and customer care
  - Attention to details
- **Excellent communication skills** because you work with multiple partners, team members across different nationalities
  - English written and in communication; written and spoken knowledge of French and Arabic
  - Patient, empathetic and passionately communicative with the ability to put yourself in the attendees' shoes and advocate for them when necessary
- Understanding of and familiarity with the economic, social and political context of MENA region will be an asset
- Resilient, able to work in highly volatile context, attentive, comfortable with prioritising several competing tasks and responsibilities
- Experience in working in international dynamically changing environment and teams, or in MENA countries
- Self-motivated, driven by ambitious EVPA vision, attentive, stress resistant, comfortable with prioritising several competing tasks and responsibilities

- Ability to travel flexible for work related activities
- Proficient with MS Office Excel and familiarity with CRM systems and practices (Salesforce), and other online tools like DropBox, Slack, Trello, time registry systems etc.
- Experience in data and information gathering and analysis and ability to transfer it into readable reports
- A passion for venture philanthropy, social venture financing or social entrepreneurship

## What we offer

- A competitive compensation depending on the type of employment agreement (i.e. Belgium based employment contract or consultancy contract if based outside of Belgium)
- Full-time position
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development opportunities
- A friendly, open working environment

### **More information and how to apply:**

Please visit [our website](#), [impact stories](#) and our [LinkedIn profile](#).

**Interested in applying?** Please send your resumé with a cover letter to [recruitment@evpa.ngo](mailto:recruitment@evpa.ngo)

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. The application **deadline is 16 December**. Once your application has been sent, we thank you not to get in touch. Only qualified candidates will be contacted for interviews. If you do not hear from us within two weeks of the closing date, please presume your application has not been retained on this occasion.

*EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all our employees.*