



Program Coordinator

About Soliya (www.soliya.net):

Soliya, Inc. is an international nonprofit organization, headquartered in New York City with a field office in Tunisia. Our mission is to prepare rising generations to approach differences constructively and lead with empathy, in order to thrive in an interconnected world. We combine the power of interactive technology and the science of dialogue to offer proven cross-cultural exchange and learning opportunities. Soliya pioneered the field of virtual exchange—defined as technology-enabled, sustained people-to-people dialogue and education—as a distinct medium of equipping rising generations with the empathy, employability, and leadership skills to thrive in the 21st Century world and workforce.

Position Overview

Soliya is seeking a dynamic, self-motivated and tech-savvy individual who is passionate about cross-cultural dialogue and conflict resolution to join our group of high-performing team players. You will work closely with the program team around the world on implementing two of Soliya's programs:

- Virtual Exchange Solutions – providing customized training or dialogue programs adapted to external organizations needs and aligned with Soliya's mission.
- Social Circles – a short Virtual Exchange program open to all youth on predetermined themes and taking place regularly on a bi-monthly basis.

You will use your communication, administrative and creative problem-solving skills to manage applications of interest, and coordinate the effective implementation of these virtual exchange programs. This position can be based in Tunis, Tunisia, or be remote in other parts of the MENA region.

Job Responsibilities:

The Program Coordinator will report directly to the Innovation and Design Specialist, and will have the following responsibilities:

- Track applications for the Virtual Exchange Solutions and Social Circles programs,
- Support all communication with participants relating to logistical information on program implementation,
- Support all communication with facilitators relating to logistical information on program implementation,
- Support participant and facilitator selection, registration and scheduling processes,
- Perform an extensive array of administrative tasks as needed (update internal databases, track performance, etc.),
- Assist with data management and data analysis,
- Assist with researching and developing dialogue and/or training content material as needed,
- Implement impact assessment tools, and work with the team to identify programmatic successes and areas for improvement,
- Gradually gain the ability to facilitate dialogue and deliver trainings using Soliya's methodology.



Qualifications:

All applicants must have a Bachelor of Arts or equivalent and demonstrate:

- Passion for Soliya's mission and adherence to the principles and goals of dialogue,
- Strong Organizational and reporting skills,
- Advanced level of proficiency with Microsoft office, videoconferencing, and online collaboration tools,
- Demonstrated ability to manage large amounts of data and develop effective tracking systems,
- Excellent communication skills (verbal and written) in English and ideally in Arabic and French too,
- Strong attention to detail, with an ability to perform in a deadline-driven environment,
- Strong inter-personal skills,
- Independence and self-reliance, with demonstrated ability to work with a multicultural team,
- Adaptability to various audiences, cultures and personalities,
- Ability to think creatively,
- Experience with remote working and online collaboration across time zones is ideal,
- Knowledge on Monitoring and Evaluation,
- Prior experience with Soliya programs is a plus,
- Flexibility, patience, and a sense of humor.

The position is a local hire in Tunisia, however qualified persons residing in other parts of the MENA region are encouraged to apply.

Salary & Benefits:

The salary for this full-time position will be commensurate with experience, with full benefits. Soliya is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex or national origin.

This is a unique opportunity with exceptional growth potential to join a young organization at a dynamic stage in its development and work on one of the world's most pressing issues.

How to Apply: If you find that you are eligible and interested, please apply on the Soliya website. Please have your cover letter and resume ready to upload.

