COMMUNICATIONS AND REPORTING COORDINATOR

POSITION DESCRIPTION

ABOUT CORPSAFRICA/MAROC:
Founded in 2013, CorpsAfrica/Maroc provides the opportunity for young Moroccans and Africans to serve their country, along the lines of the Peace Corps model. CorpsAfrica Volunteers receive intensive development training and learn about the variety and work of NGOs in their country before moving to rural, high-poverty communities. They facilitate meetings to help the local people determine their top priority needs, and bring in regional NGOs to help design and implement projects to address those needs. CorpsAfrica/Maroc is part of the larger CorpsAfrica organization, which aims to create a culture of national service by giving young Africans the opportunity to apply their skills and energy toward helping their fellow citizens overcome extreme poverty. The program was launched in Morocco in 2013 and expanded to Senegal and Malawi in 2015 and to Rwanda in 2018. For more information, please visit www.corpsafrica.org.

OVERVIEW OF THE POSITION:
The Communications and Reporting Coordinator is a full-time staff position based in Casablanca or Marrakech/Tahanaout, with the primary responsibility of demonstrating CorpsAfrica/Maroc’s efforts related to project impact, fundraising, marketing, other areas as needed. This person will have significant opportunity to help build the organization and there is ample room for professional advancement.

Specific Responsibilities:
• Work closely with the Morocco staff and Volunteers, the CorpsAfrica/Maroc Board, headquarters staff, and peers in Senegal, Malawi and Rwanda to demonstrate and communicate programmatic aspects of CorpsAfrica/Maroc operations
• Help to raise funds for CorpsAfrica/Maroc, which involves identifying, cultivating and meeting with prospective donors, writing proposals, hosting events, networking, strategic social media, etc.
• Utilize programmatic tools to build the case for support, including Volunteer logs/reports, M&E, etc.
• Promote the organization with media, donors, and government authorities with clear messaging and communication materials
• Other tasks as requested

Qualifications:
• A Bachelor’s degree is required; a Master’s degree is preferred
• Excellent judgment, initiative and creative problem-solving skills
• Highly-organized and detail-oriented
• Strong written, oral, interpersonal, and communication skills
• Fluency in English, French and Arabic is required
• A strong commitment to youth leadership, participatory community development, impact evaluation, transparency, and accountability

To Apply:
Send a résumé and brief cover letter in confidence to morocco@corpsafrica.org. The position will remain open until filled.