

AkiDwA: Project Coordinator & Project Assistant (Part Time) **(<https://www.activelink.ie/node/111892>)**



Established in 2001, AkiDwA is a national network led by ethnic minority migrant women in Ireland. The organization advocates for the equal rights of migrant women in Irish society, free from gender and racial stereotyping. Through partnerships and a holistic, gender-specific approach, AkiDwA promotes the integration of migrant women and supports their access to mainstream services and initiatives.

As part of AkiDwA's 2022-2025 strategic plan, *Moving Forward Together: Bigger and Better*, and in alignment with our goals to combat discrimination and racism in the labour market, we are recruiting for two positions: a full-time Project Coordinator and a part-time Project Assistant. These roles will run from December 1, 2024, to November 31, 2025.

Project Coordinator

Full-time position, 35 hours per week

The Project Coordinator will lead AkiDwA's project aimed at developing anti-racism measures across various employment sectors. This role will engage stakeholders in dialogue on systemic, implicit, and explicit racism to support the creation of informed, effective anti-racism strategies. The coordinator will also implement EM & EM Phase II, with a primary focus on Immigration Systems Training for Employers.

Key responsibilities include-

- Identify and engage with employers from both statutory and non-statutory sectors to share outcomes of the Employment and Empowered Project and Phase I and establish connections for ongoing collaboration.
- Design and deliver training sessions to raise awareness among employers on various migration pathways, visa stamps, work permit types, and their associated processes.
- Organize two job fairs to connect employers with potential jobseekers.
- Develop and produce a comprehensive guide for employers and jobseekers
- Conduct a one-day training session for employers on the process of hiring third-country nationals, enhancing their understanding of migration pathways, visa stamps, and work permit types.
- Facilitate dialogue between employers and migrant women jobseekers through training sessions and the planned job fairs.
- Establish working relationships between participating employers and relevant services that support the hiring and work permit process.
- Foster collaboration among partner organizations delivering the trainings, including employers, jobseekers, and the Department of Enterprise, Trade, and Employment (DETE).
- Participate in organizational and other relevant meetings as required.
- Undertake additional duties as deemed appropriate by the CEO.

Project Assistant

Part-time position, 21 hours per week

Role Purpose: The Project Assistant will support the Project Coordinator by providing essential administrative assistance to ensure the smooth implementation of the project. This role involves managing project documentation, coordinating meetings, assisting with communication efforts, and handling other administrative tasks as needed to support the project's objectives.

The role includes-

- provide support and work closely with project coordinator to ensure activities are delivered on time and budget spent accordingly.
- Compile and work on project Data entry and database maintenance
- Create and manage documents.
- Administer and analyse budget as agreed with the funder in the agreement.
- Together with project coordinator identify, mobilise and arrange trainings and meetings with employers.
- Together with project Coordinator organise for two job fairs contact and mobilise migrant women and employers to participate
- Ensure there are back up receipts and invoices for all the payment.
- Work with the project coordinator in the Development and production of a comprehensive guide for employers and jobseekers.
- Participate in organisational and other meetings where applicable.
- Undertake other duties as deemed relevant by the CEO.

Key skills

- A third level qualification in social sciences, economics, community development, human rights, or other related disciplines
- Experience working with diverse groups of stakeholders.
- An ability to scope, manage and oversee project.
- Good analytical skills
- confidence to run focus group sessions.
- strong listening skills
- the ability to relate to people from a wide range of backgrounds.
- Excellent communication skills (both verbal and written) and interpersonal skills.
- A capacity to work with people from a wide range of backgrounds, agencies and sectors.
- A commitment to equality, cultural diversity, and anti-racism

Location

The positions will be based at the AkiDwA Office, Unit 2, Killarney Court, Upper Buckingham Street Dublin 1 but will involve travelling to different counties in Ireland.

If interested send your CV and cover letter through email to info@akidwa.ie (<mailto:info@akidwa.ie>) by Friday 15th November 2024

These positions are funded by the DCEDIY under the implementation of the National action plan against Racism.

AkiDwA is an equal opportunity employer.

Region

Dublin 1

Date Entered/Updated

31st Oct, 2024

Expiry Date

15th Nov, 2024

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