

## Tomorrow's Women USAID Program Manager Job Description

### Overview:

#### This program is funded by USAID:

The Program manager will be responsible for overseeing and managing a person-to-person peace project "Young Israeli and Palestinian Reclaim peace" with young women for an estimated 12 months, beginning 12/24. The role involves planning, recruiting, and engaging with participants, managing logistics, and ensuring the successful execution of each program. The manager will also be responsible for documentation, reporting, and maintaining communication with I/P Co-directors, the US Executive Director, other TW staff and USAID team as needed.

#### Responsibilities:

1. Program Planning and Coordination:
  - a. Assist the co-directors in implementing Tomorrow's Women's programming in Israel/Palestine.
  - b. Coordinate with partner organizations to ensure alignment, and compliance with project activities and guidelines.
  - c. Coordinate with expert facilitators, such as to ensure alignment and cooperation with project activities and guidelines.
2. Recruitment and Participant Management:
  - a. Develop and implement Tomorrow's Women's recruitment strategy to attract participants for each program.
  - b. Create flyers and promotional materials for recruitment campaigns.
  - c. Distribute flyers and utilize various platforms to reach potential participants.
  - d. Conduct interviews with prospective participants to assess their suitability for the programs.
  - e. Select participants based on established criteria, ensuring a diverse and engaged group. Work with TW staff and participants for any necessary vetting and compliance with program guidelines.
  - f. Manage participants' enrolment, maintain detailed participant records, and ensure all necessary documentation is collected and securely stored.
  - g. Follow up with participants regularly to ensure engagement and address any concerns.
3. Workshops and Events:
  - a. Coordinate logistics, including venue rental, equipment setup, and materials preparation, following procurement process guidelines and regulations. (Ensure all procurement processes are compliant with guidelines and regulations.)
  - b. Coordinate with facilitators to ensure high-quality delivery of workshops.
  - c. Attend all workshops that Co-directors request presence at.
  - d. Ensure all workshops and events are facilitated inclusively and consider participants' needs.
4. Communication and Reporting:

- a. Maintain regular communication with I/P Co-directors, American ED and staff, to provide updates and address any issues promptly.
  - b. Collect and organize invoices, attendance records, and other relevant documentation for reporting purposes. Prepare activity reports for the U.S. Project Manager and MEL Director.
5. Project Monitoring and Evaluation:
- a. Assist (or Coordinate) in administering MEL tools to collect data on indicators in the AMELP.
  - b. Participate in data analysis and “pause and reflect” sessions.
  - c. Contribute to narrative reporting with activity reports and analysis.

**Qualifications:**

1. Motivated to work with Israeli-Palestinian-American team for the promotion of the organization's approach, see <https://tomorrowwomen.org/statement-of-philosophy>
2. Experience working with young women from diverse social, cultural and national backgrounds.
3. Familiarity with people-to-people peacebuilding theories, approaches and/or activities.
4. Ability to speak and write Arabic, Hebrew and English fluently.
5. Three years minimum of experience managing or coordinating USAID grant-funded activities. Familiarity with USAID compliance regulations in I/P.
6. Strong organizational and multitasking skills.
7. Excellent communication and interpersonal skills.
8. Proficiency in digital tools and platforms (e.g., Zoom, social media, Microsoft Office).
9. Ability to work independently and as part of a team.
10. Graphic design skills for creating flyers and promotional materials.
11. Up to 3 years of experience on USAID fund.

**Work Environment:**

1. The position require occasional travel to various workshop locations.
2. Flexibility to work evenings and weekends as needed to attend workshops and events.
3. The ability to work remotely and attend virtual meetings is essential.

**Please send your CV to by December 15:**

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