



<b>Employer:</b>	New Silk Roads Foundation
<b>Position:</b>	Project Assistant
<b>Location:</b>	Tunis, Tunisia (Place Pasteur)
<b>Position Type:</b>	Full-time (Monday - Friday, working hours 9am to 5pm)
<b>Salary:</b>	3000 TND per month (gross), including 21 days of annual paid vacation and Tunisian holidays
<b>Deadline:</b>	May 28, 2021

## About New Silk Roads

Founded in 2011, New Silk Roads is a Dutch foundation registered in the Netherlands with several ongoing projects in North Africa, Europe and Asia. The New Silk Roads team is composed of historians, linguists, futurists, economists, philosophers, curators, researchers, anthropologists, and academics across three continents. New Silk Roads offers services in program development, strategy, and fundraising.

New Silk Roads is currently managing multiple projects in Tunisia for the next three years, including:

- Implementing “futures thinking” courses in related to the green economy, new media technologies, and creative expression
- Supporting startups and entrepreneurs (coaching, fundraising, and strategic planning)
- Fundraising support for local and international organizations, including but not limited to business development organizations, civil society organizations, and foundations

## What We Are Looking For

New Silk Roads seeks to hire a motivated, dedicated project assistant to 1) support our ongoing projects and 2) assist with developing new programs and products. The project assistant will work closely with the New Silk Roads project management and chief fundraising team members.

## What We Offer

Want to learn to develop, implement, and scale impact-oriented projects? Interested in working with diverse stakeholders in the business sector, creative economy, and civil society in Tunisia, and beyond?

New Silk Roads offers the selected project assistant the opportunity to expand their professional capabilities with the New Silk Roads foundation as we expand our range of programs thematically and geographically. New Silk Roads offers a stimulating, supportive work environment, an international portfolio of diverse projects, and direct opportunities for advancement within the organization.

New Silk Roads will also dedicate significant staff time and resources in training the project assistant in project management, stakeholder engagement, fundraising, and communications.

## Your Responsibilities

Project coordination:

- Assist with organizational, logistical, and financial responsibilities for New Silk Roads projects in Tunisia, in conjunction with the Project Manager
- Coordinate with relevant stakeholders, including project partners, program participants, current and potential clients, etc.
- Draft project narrative and financial reports, in conjunction with the Project Manager
- Assist with contracts, payments, and financial reporting, as per project requirements

Communications:

- Develop internal and external communications strategy and content, such as project descriptions, client or partner briefs, pitch decks, narrative reporting, event invitations, social media content, etc.
- Coordinate with external contractors, such as graphic designers, video editors, translators, photographers, etc.

- Responsible for content editing, proofreading and copywriting in French and Arabic, including ensuring alignment in meaning and form across languages
- Translate key texts from English into written French and Standard Arabic
- Manage online and social media presence for New Silk Roads and related projects, as needed

#### Fundraising:

- Conduct relevant research to develop context analyses, theories of change, and other topics as needed
- Assist in the development of fundraising proposals through coordination with partners or clients to solicit proposal inputs (ex: organizational track records, project descriptions);
- Responsible for preparing relevant templates, checklists and opportunity summaries
- Collaborate with relevant colleagues to identify additional funding sources and manage an up-to-date fundraising opportunities database
- Develop relationships with peers in other NGOs working on similar issues, keep up to date with their work, and identify possible opportunities for collaboration.

## Desired Profile

New Silk Roads is seeking a motivated Project Assistant based on the profile below. Don't exactly fit all of these requirements? Apply anyway! Think that you have other skills to contribute but are not listed here? Let us know!

- 2-3 years of experience in communications, project coordination, event management, fundraising, or similar activities
- Independent, organized, and professional, with strong interpersonal skills and experience of working with people from different cultural backgrounds
- Meticulous attention to detail and dedication to producing high quality work
- Excellent communication and interpersonal skills, including fluency in written and spoken English as well as Standard Arabic OR French (though ideally both)
- Basic understanding of project management cycles, budget development, monitoring, partnership management, and reporting
- Knowledge of social media (ex: Twitter, Facebook, Instagram, TikTok), newsletters/ mailing lists (ex: Mailchimp, Salesforce), and event platforms (ex: Eventbrite, Weezevent)
- Willingness to travel within Tunisia and outside the country, as requested (COVID-19 permitting)

- Basic understanding of design software such as Photoshop, InDesign, etc. or web development (ex: Wordpress) would be fantastic, but is not required
- Possess at least a Bachelor's degree or similar level qualifications

## Specific Employment Conditions

The project assistant position is based in Tunis, Tunisia and will be performed from New Silk Roads' office in Place Pasteur. It is not possible for this to be a 100% remote position, though New Silk Roads will make proactive and reasonable accommodations for work from home as needed, particularly in light of COVID-19.

The selected project assistant will receive a direct consultancy contract with the New Silk Roads foundation and be responsible for paying any relevant employment taxes in Tunisia.

New Silk Roads will offer an initial contract for a one-year period, with the intention to extend the contract for a longer period.

The project assistant will report directly to the New Silk Roads project manager, but will also work with other members of the New Silk Roads team as needed.

## How to apply

Please send a one-page letter of motivation and CV in English to [info@newsilkroads.com](mailto:info@newsilkroads.com) with the subject line "Project Assistant Application." Incomplete applications or applications received after the deadline will not be considered.

**Application deadline: May 28, 2021**

For any questions, please email New Silk Roads at [info@newsilkroads.com](mailto:info@newsilkroads.com).

## Selection Timeline

- Application Deadline: May 28, 2021
- Interviews: 3-4 June, 2021
- Start Date: July 2021