

Project Coordinator

Summary

Fee: EUR 2,492 gross monthly fee; contractor basis.

Contract Duration: Initial 6-month full-time contract, with possibility of extension subject to performance and project needs.

Location: Fully remote. Candidates may be based anywhere, with preference for Europe and MENA time zones.

Reports to: Project Manager.

Growth Opportunity: This role is structured as a project management track position, with potential progression into a Project Manager role over the course of the project.

Who we are

Our vision is of a world where everyone can contribute to communities that are stable and just. To realise this, we design, deliver, and evaluate bold, effective services that give people whose choices have been narrowed the skills and confidence to make informed decisions and seize opportunities. Our programmes combine behavioural change, strategic communications, counselling, research, and digital innovation to address challenges linked to migration, social inclusion, justice, and community resilience.

The New Pathways to Resilience (NPR) programme is a 3-year EU-funded regional initiative focused on reducing irregular migration along the Eastern Mediterranean and Western Balkan routes through evidence-based communications, counselling, referrals, and stakeholder engagement. The programme works with migrants in transit, diaspora communities, civil society organisations, and government stakeholders to support informed migration decision-making and increase access to alternatives to irregular migration.

Our exceptional team of over 100 consultants are problem-solvers and innovators, delivering programmes for Seefar Foundation and high-impact research and advisory for our sister company Farsight Global. Together, our organisations solve difficult, high-impact problems for governments.

Your responsibilities

1. Project coordination and implementation support (50%). Support the day-to-day delivery of a multi-country strategic communications programme under the NPR project. You will work closely with the Project Manager and field teams to coordinate implementation activities, maintain timelines and workplans, and ensure strong follow-up across workstreams.

You will act as a key liaison point with field teams and consultants, helping coordinate outreach, digital engagement, media, and community-based activities across implementation countries. Responsibilities include:

- Coordinating regular implementation meetings and follow-up actions;

- Supervising and following up with field team members on activities and deliverables;
- Maintaining trackers, workplans, risk logs, and implementation documentation;
- Supporting coordination between project teams, consultants, and consortium partners;
- Helping identify and resolve operational or implementation challenges quickly and proactively.

2. Operations and logistics coordination (25%). Coordinate operational and logistical processes to support smooth programme delivery across multiple countries. You will support travel, procurement, onboarding, and event logistics while helping maintain strong operational systems and communication across teams. Responsibilities include:

- Coordinating travel and accommodation arrangements;
- Supporting workshops, stakeholder engagement activities, and events;
- Assisting with consultant onboarding and coordination;
- Liaising with Operations and support teams to resolve logistical and administrative issues;
- Ensuring project files, systems, and documentation remain organised and up to date.

3. Financial, reporting, and administrative support (15%). Support financial and administrative management processes across the project in coordination with the Project Manager, Finance, and HR teams. Responsibilities include:

- Supporting budget tracking and expenditure monitoring;
- Coordinating invoice collection and financial documentation;
- Assisting with recruitment and consultant administration processes;
- Supporting preparation of operational updates and donor reporting inputs;
- Helping maintain organised reporting and compliance documentation.

4. Learning, quality, and professional growth (10%). Contribute to strengthening project coordination, operational systems, and internal learning across the programme. You will support knowledge sharing, documentation management, and continuous improvement across project processes.

Who you are

You are a highly organised and proactive project coordination professional excited by the opportunity to work on ambitious migration and behavioural change programming across multiple countries. You are comfortable managing logistics, administration, coordination, and competing priorities in a remote and fast-paced environment.

You enjoy supporting teams to work effectively, solving operational problems, and ensuring details are managed accurately. You naturally follow up, keep moving pieces organised, and can be trusted to independently manage coordination responsibilities without requiring close supervision.

You are comfortable making day-to-day operational decisions, escalating risks when needed, and taking initiative to keep implementation moving. You thrive when given responsibility and room to grow, and you are motivated by the idea that your work contributes to meaningful social impact.

Essential Criteria

- At least 4 years of professional experience in project coordination, programme operations, implementation support, or similar roles.
- Experience supporting complex, multi-country projects or programmes, preferably in migration, strategic communications, international development, humanitarian, or social impact sectors.
- Strong ability to independently coordinate tasks, follow up with teams, and keep implementation moving in a fast-paced remote environment.
- Experience working directly with field teams, consultants, or external stakeholders across different countries and time zones.
- Experience supporting operational processes including logistics, procurement, recruitment coordination, finance administration, and reporting.
- Strong organisational and prioritisation skills, with the ability to manage multiple workstreams and deadlines simultaneously.
- Experience organising meetings, workshops, travel, stakeholder engagement activities, and implementation logistics.
- Excellent written and verbal English communication skills.
- Strong attention to detail, including maintaining trackers, workplans, documentation, and reporting systems.
- Comfortable using digital collaboration and project management tools, including Google Workspace and platforms such as Wrike.
- Familiarity with social media, digital communications, or behaviour change programming is an advantage.
- Experience working in MENA, migration, or Eastern Mediterranean contexts is strongly preferred.
- Additional languages relevant to the project context (particularly Arabic, Turkish, Bengali, Dari/Pashto, or Urdu) are an advantage.
- Undergraduate degree or equivalent professional experience.
- Collaborative, proactive, and solutions-oriented mindset, with the confidence to take ownership of delegated responsibilities and work effectively across multicultural remote teams.

What's work like at Seefar?

Positives

- Diversity and multiculturalism
- Trust, autonomy, and space
- Innovation and experimentation
- Achievements over protocols
- Travelling and discovering
- New challenges that stretch you

Challenges

- Coordinating across time zones
- Taking on unexpected tasks
- Communicating clearly using remote tools
- Expectation that you organise your own time
- Prioritising competing demands
- Balancing intense weeks with time off

Your long-term growth

We conduct regular talent and performance reviews, providing ongoing support, mentorship, and opportunities for professional growth throughout your time with us. Reviews draw on peer feedback, performance, ownership, collaboration, use of technology, and alignment with our values, helping identify clear pathways for development and progression.

This role is designed as a project management growth-track position, with opportunities to take on increasing responsibility and potentially progress into a Project Manager role over the course of the project.

We also invest in supporting colleagues beyond their time at Seefar. Former team members have gone on to roles with organisations such as Amazon, CLEAR Global, UNDP, and Outward Bound Canada, while others have launched their own ventures and consulting practices.

Apply

By midnight (CET) on 14 June 2026, complete our [online application form](#) (15 minutes). Eligible applicants will be invited to take an initial culture and values assessment. Before you apply, take a moment to reflect on the fee range, independent contractor status, Seefar's values, and the stated requirements of the job.

Do you know someone who would be perfect for this role? If the successful candidate mentions your referral, we will donate €200 to an NGO of your choice.