

# **Project / Team Coordinator**

## at Nairobi Design Week (full or part-time)

### **Summary**

You are crucial to how we operate. You'll manage people and projects, and ensure deliverables are met. You'll lead and engage the team by example, create structures, push projects forward and show empathy through communication.

Show us your ability and relevant experiences, especially in: problem-solving; organisational skills; time-management; attention to detail; self-development and proactivity.

### **This is an opportunity to:**

- Learn how we function as a creative studio and festival, Have a direct impact on our community and business. Shape and implement our strategy.
- Work with our team, suppliers, and community.

### **ROLE**

#### **Project Management**

- Keep projects on schedule. Organise and track deliverables, Manage objectives, set timelines.
- Document projects and meetings. Maintain & develop our filing, databases and management system.

#### **Communications**

- Support communication between team members and clients. Act as the point of contact for stakeholders.
- Provide advice within your qualified field/s of expertise.
- Research and present when required on topics relevant to our work and the industry.

### **DELIVERABLES**

- Manage email inbox, inform and ask the team of any responses needed, Draft and send responses.
- Follow up with team members & clients to check deliverables are on track.
- Manage project timelines & costs.

### **TIME COMMITMENT**

Full time or Part time. Please specify if you have a preference.

### **REMUNERATION**

- Dependent on availability, experience and skills. We believe in fair compensation.

We're an equal opportunity employer and welcome applications from all suitable candidates.

Apply at [work@nairobi设计week.com](mailto:work@nairobi设计week.com)