



Part Time Project Manager

Job Title:	Project Manager
Branch:	Technical Resource Unit, U.S. office of Humanity & Inclusion
Reports to:	Inclusive Livelihood Policy Officer
Location:	Silver Spring, MD or New York City
Status:	Part-time, through May 2019

Project Summary

When it comes to reasonable accommodation in the workplace, the knowledge gap between developed and developing countries is vast. [Humanity & Inclusion](#) (HI), in partnership with IDEO.org, has developed a new, inclusive workplace toolbox to bridge that gap.

This online platform empowers non-governmental organizations, employers and entrepreneurs as they create workspaces, tools and work methods that are accessible for job seekers with disabilities in low- and middle-income countries.

The toolbox provides inspiration as to what is possible, and allows users to develop a personalized guide with actionable information to guide them on their inclusion journey. By building out this toolbox, HI helps to bridge, tailoring content to the work opportunities found in low-resource settings.

Job Purpose

The Project Manager, under the supervision and continuous guidance of the Inclusive Livelihood Policy Officer (PO), will play a leading role in putting the final touches on this important tool. The successful candidate will be responsible for providing assistance and support for the creation and prototyping of a digital product / toolbox to promote inclusive livelihood in low and middle-income countries.



This is a part-time (roughly 20 hours per week), temporary position. The position is grant-funded and will end in May 2019, with no current prospect for renewal.

The Project Manager will be responsible for the following:

- Coordinating staff and stakeholders involved in development of product
- Acting as point of contact for international staff contributing content to project
- Collecting, organizing and prioritizing multimedia content for the toolbox
- Writing and refining written content for the toolbox
- Periodically providing updates cross-organizationally regarding the project
- Assisting the PO in developing research questions to further tailor product development, based on human-centered design research methodologies
- Assisting the PO in gathering data for quarterly donor reports
- Other tasks related to the design of the digital product, as they surface
- *Possible* international travel in 2019 (not guaranteed)

Mandatory Qualifications:

- Bachelor's degree mandatory; potential degrees could include: BA/BS or MPA/MA in International Development, Social / Impact Design, Occupational Therapy, and/or Disability Studies with an International Focus
- Background working on disability—inclusive economic development and/or disability—inclusive livelihood
- Knowledge of reasonable accommodation and/or workplace adaptations
- Understanding of a rights-based approach to disability inclusion
- Excellent writing skills
- Organized, self-driven, demonstrable cross cultural competency
- English fluency, non-negotiable
- **Pre-existing authorization to work in the United States**



Desired Qualifications:

- Master's degree or higher-level technical qualifications preferred
- Background in disability – inclusive livelihood and international development
- Knowledge of human-centered design
- Secondary language fluency in French, Spanish and/or Arabic
- Previous experience supporting product development
- Experience living and working in low and middle-income countries
- Strong time management skills
- Experience working remotely

Application procedures and notes:

- Deadline: August 22nd, 2018
Please email resumes and cover letters to recruit.usa@hi.org
- Remember: Pre-existing authorization to work in the U.S. is required.
- Looking to hire as soon as possible.

People with disabilities are strongly encouraged to apply.

Humanity & Inclusion is an equal opportunity employer, and is happy to meet any reasonable accommodations that an applicant requires.

For reasonable accommodation requests at any point in the recruitment process, please contact: k.skelton@hi.org. All self-disclosure is voluntary and personal information is strictly confidential.