

The Uyghur Wellness Initiative is Seeking a Part-Time Project Manager

Launched by members of the Uyghur community and other Uyghur rights advocates in May 2020, the [Uyghur Wellness Initiative](#) (UWI) aims to support the holistic wellbeing of diaspora Uyghurs living in the US by providing pro-bono counseling services, hosting online workshops about mental wellness and coping skills, sharing resources for coping with grief and trauma, partnering with other counseling non-profits, and spreading the word among the Uyghur community about this project.

UWI is recruiting for a contracted project manager at 10-15 hours/week, starting in December 2022 or January 2023. The Project Manager will be responsible for working with the four cosponsoring nonprofits to implement all aspects of the Uyghur Wellness Initiative (UWI), including programming, administration, outreach, and fundraising. This position is best suited for someone looking to lead a young initiative into a full-fledged program.

A successful project manager is someone with volunteer management experience. In addition to working with a core management team of 4-5 people from the cosponsoring nonprofits, the project manager will recruit pro bono mental wellness professionals and manage those relationships.

Since this is a young initiative, funding is never guaranteed and part of the project manager's responsibility will be to work with the core team to raise support for the initiative, both through individual fundraising and grant applications.

A successful project manager will be someone who enjoys working independently and is comfortable with remote work. Candidates located in or near Northern Virginia, Northern California, or Southern California are particularly welcome to apply.

The responsibilities of this position include:

- 1) Managing communication, including checking the email account, updating the website with new content, and keeping up with social media.
- 2) Scheduling regular core team check-in meetings (every 2-4 weeks or as needed)
- 3) Pairing clients with counselors
- 4) Recruiting counselors
- 5) Staying in regular contact with counselors to provide support and resources, and solicit feedback.
- 6) Working with a grant writer to apply for grants.
- 7) Developing policies and procedures for UWI programming, including: continuing to fine-tune the process of client referrals, working on communication between clients and counselors during the first 1-2 sessions, orientation of counselors, and other matters.
- 8) Event planning for remote and in-person workshops, educational events, and discussion forums.
- 9) Maintaining relationships with potential partner organizations and individuals

10) Managing interns and other volunteers, when applicable

To apply: Please provide your [application materials here](#). Applications will be reviewed on a rolling basis until the position is filled. Position posted: November 7, 2022