

## **The Uyghur Wellness Initiative is Seeking a Project Manager**

- **Remote work, with in-person activities**
- **Flexible hours**
- **30-40 hours per week, depending on your availability**
- **Starting date: January 2025**

### **About the Uyghur Wellness Initiative**

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.

### **Qualifications**

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.

### **Responsibilities**

- 1) Managing communication, including checking the email account, updating the website with new content, and managing social media accounts.
- 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 new grants and submit regular reports on existing 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) Oversight of PSA production, design, and translation
- 10) Dissemination and follow-up on PSAs, including website updates
- 11) Maintaining and developing relationships with potential partner organizations and individuals
- 12) Managing interns and other volunteers, when applicable

### **To apply**

Please provide your [application materials here](#). If you are unable to use the form, please email us at [uyghurwellness@gmail.com](mailto:uyghurwellness@gmail.com) with (1) your contact information, (2) a letter of interest explaining why you would like to work with UWI, and (3) a resume.

Applications will be reviewed on a rolling basis until the position is filled.