ProjectECHO
SAMA Hub - Sudan

SAMA Hub Coordinator

The role of the SAMA Hub coordinator:

The coordinator will be responsible for the following:

1. Zoom
   a. Maintain/update a shared spreadsheet on designated Google Drive
   b. Start the Zoom meeting
   c. Monitor the chat box
   d. Admit learners from Zoom waiting area
2. ISPARK (or equivalent)
   a. Send emails to spoke participants (learners)
   b. Send feedback survey to spoke participants
   c. Mark attendance for weekly sessions
3. Backup responsibilities
   a. IT officer
   b. Spoke presenter not available: to give the case presentation
   c. Event management: provide support as needed to event management staff in Sudan Office
   d. Facilitator
4. Communication with spoke participants (learners) re: registration, certificates etc..
5. Attend all the activities in SAMA Sudan Office, Alsiteen Street, Riyadh or other site as agreed
6. Submit Monthly Report from SAMA website

Typical Weekly Schedule - 12 hours per week:

Amount of time	Activity	Location
4 hours	Organize/attend the activity Course	Sudan office in Alsiteen street
2 hours	attend the learner presentation training sessions	Anywhere as long as can attend zoom session
2 hours	Meet with SAMA ProjectECHO Team	Anywhere as long as can attend zoom session
4 hours	Work on Zoom, ispark software	Anywhere as long as can get the work done

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On the job training:

Training Activity	Time burden	Location
Training on using ISPARK	1 hour	Anywhere as long as can attend zoom session
Immersion training on ProjectECHO	3 days	Sudan office in Alsiteen street

Endpoints:
- Develop administrative skills as part of a global activity without the need to travel outside Sudan
- Develop working relationship with Project ECHO
- Develop Communication Skills

Reports to:
- **US Office:** SAMA President, SAMA Treasurer
- **Sudan Office:** SAMA Accountant/IT , SAMA Sudan Office Director
- **Course Director**

Essential Criteria:
- Personal Attributes
  - Good IT skills
  - Good communication/timely response to requests from supervisors and learners
  - Good organizational skills and attention to detail
  - Punctuality - Ability to work with a deadline
  - Ability to work effectively as part of a team
  - Ability to accept constructive criticism
  - Ability to initiate and implement activities with minimal supervision
  - Ability to write concisely and clearly in English
  - Pleasant attitude/easy to work with
  - Attests to comply with SAMA's Code of Conduct and Confidentiality policies
- Physical attributes
  - Ability to perform the tasks assigned
  - Ability to come to Sudan office in Alsiteen Street as outlined in the sample schedule above

Desirable Criteria
- Spoke participant - Learner
- Prior Volunteer Experience with SAMA
- Completed Project ECHO Immersion Training

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Available resources:

- Dedicated Computer with high speed Internet access at Sudan Office in Alsiteen Street, Riyadh, Khartoum
- Available: Saturday to Thursday - 9am to 5pm

Approved by:

Sudan Office Director	President and Chair of Board of Trustees
Bushra Ibnauf Sulieman	Nuha Mirghani
Bushra I. Sulieman	*Nuha Mirghani*

February 26, 2022   February 27, 2022