

**Job Vacancy**  
**PROJECT COORDINATOR**  
**Yerevan, Armenia**  
**Full-Time (40 hours/week)**



Aleppo Compatriotic Charitable Organization (Aleppo-NGO) is a humanitarian, nongovernmental, non-profit organization operating in Armenia since 2013 to support persons displaced from Syria.

Aleppo-NGO serves to protect, support, and empower refugees in Armenia; develops and implements sustainable programs that contribute to resettlement and integration; and ensures the protection of refugee rights in the social, cultural, and educational spheres. More than 6,200 Syrians have been supported by the Aleppo NGO since 2013. The organization implements a variety of programs and initiatives to provide humanitarian, social, financial and psychological support to vulnerable refugee families.

**Job Description:**

Aleppo Compatriotic Charitable Organization (Aleppo-NGO) is seeking a highly qualified candidate for the position of Project Coordinator. The Project Coordinator will manage the administrative, logistic and programmatic components of Aleppo-NGO's projects and will report directly to the Vice-President and Executive Director.

**Responsibilities:**

- Coordinate the implementation of Aleppo-NGO's existing projects and develop new projects, in collaboration with senior staff, as needed;
- Prepare, draft, edit, format, translate, and distribute materials such as news releases, project reports, financial reports, briefing papers, and other publications;
- Collaborate with programmatic colleagues to write proposals, stewardship reports, and other materials for existing and prospective donors;
- Assemble budgets and financial reports in collaboration with the accountant, vice-president, and/or executive director;
- Prepare, draft, edit, and review contracts, service acts, and other legal documents;
- Register/document the outcomes of the projects and their developmental impact on the targeted beneficiaries;
- Ensure visibility of the projects as required by Aleppo-NGO and donor organizations (maintain photo stock of project activities, develop website contents, make social media posts, write articles, etc.);
- Research and identify grant opportunities to expand the organization's capacity and support and establish existing and new projects;
- Identify and solicit new sources of support by matching Aleppo-NGO's programs with donors' funding priorities;
- Represent Aleppo-NGO at meetings with donors, government officials, CSOs, and other stakeholders;
- Assist with the recruitment and coordination of interns and volunteers to ensure the timely implementation of projects;
- Must be willing to travel within Armenia, including on weekends, up to 30% of the time;
- Record and maintain finances of different projects; and
- Carry out other duties as needed.

**Qualifications:**

**Education:** A bachelor's degree in social science, government, political science, human rights or a related field is required.

**Experience:** A minimum of one year of relevant work experience is preferred. Experience working with refugees and/or in an international or nonprofit environment is preferred.

**Related Skills and Knowledge:**

- Prior office/administration experience and strong organizational skills are required;
- Strong interpersonal skills to work collaboratively within Aleppo-NGO, as well as with external partners, are required;
- Excellent decision-making skills and attention to detail is required;
- Demonstrable ability to work independently is required;
- Excellent time-management skills and the ability to prioritize and complete work under pressure are required;
- Excellent written and oral communications skills in English and Armenian are required (Arabic and/or Russian is desired but not required);
- Ability to assimilate and convey conceptually complicated information in a succinct and compelling way, tailored to different audiences, is required;
- Proficiency in computer packages, including MS Office applications, is required;
- Familiarity with and demonstrated commitment to international human rights and refugee rights is highly desired;
- Demonstrable ability to work independently is required;
- Ability to think creatively, take initiative, and follow through are required;
- Grant writing experience and familiarity with the international human rights donor community is strongly preferred but not required.

**How to Apply:** Please apply immediately by sending a **Resume/CV** and a **Cover Letter indicating salary expectations** in one consolidated PDF file to [career@aleppo-ngo.org](mailto:career@aleppo-ngo.org), with the following subject line: "Project Coordinator Applications 2018". The salary for this position is commensurate with the candidate's experience and the deadline for submitting applications is **November 9, 2018**.

*Aleppo-NGO is an equal opportunity employer that does not discriminate in its hiring practices. To build the strongest possible workforce, we actively seek a diverse applicant pool and welcome applications from people of diverse racial and ethnic backgrounds, women, LGBTQI persons, and persons with disabilities.*