

JOB DESCRIPTION

Paola Biocca Project is searching a person for:

Support for administrative, communication and fundraising activities

Where: LLCR – LIFE LINE CONSULTANCY AND REHABILITATION WORKSHOP:
44 Queen Rania Street, Amman - Jordan.

Main responsibilities:

- 1. ADMIN WORK** optimize supplies of aids, raw materials and equipment for prostheses and orthoses
- 2. COMMUNICATION:** support to the communication of the Center and providing materials to Italian staff, update paper and digital materials, including website management
- 3. NETWORKING:** partnerships and networks management
- 4. FUNDRAISING:** support for the Italy and Jordan staff in fundraising, drafting projects and reporting (including administration support if necessary)

Minimum requirements:

A high school diploma or equivalent

Desirable: 2 years of general office experience

Working knowledge of word processing and spreadsheet application is required

Proficiency or the ability to learn and use database applications and web content management system and other application that may be used within the office

Strong organizational and planning skills with the ability to multi-task and prioritize work

Excellent verbal and written communication skills

Attention to details and problem solving skills

Duration: 1 year, renewable

Wages: depends on experience of the candidate

How to apply: send a motivation letter (in email text) and cv attached to jordanproject@youable.org