



PROJECT OFFICER – AMURTEL DAY CENTRE

Amurtel's focus is two-fold: to deliver antenatal and postnatal care (ANC/PNC) to mothers and babies and to address the critical needs of infant feeding from birth to two years of age (IYCF Infant and Young Child Feeding). The target group is refugees and migrants living in urban settings as well as those in the many camps accessible to central Athens. Our all woman team of midwives, breastfeeding specialists and perinatal assistants aims to give supportive, culturally appropriate, woman-to-woman care in the Amurtel Center in Platia Viktorias.

Role Description

1. Provide essential administrative support to the project, working closely with the Project Coordinator
2. Maintain administrative documents and files
3. Coordinate volunteers through maintenance of correspondence, scheduling, orientation and ongoing support
4. Maintain donor lists and donor relations as well as work closely with distribution team
5. Regularly update Facebook page and website
6. Identify problems and risks, working with the whole team to find solutions
7. Organize project meetings and seminars with the appropriate staff members

Knowledge skills / behavior

Essential

- Degree or equivalent qualification in Communication, International Relations or Management
- Minimum of 2 years' experience in coordination, project management or any other relevant position; preferably in a humanitarian, refugee context
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Flexibility, commitment and motivation
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Excellent written and spoken English

Desirable:

- Experience in working with migrant/refugee women
- Previous experience in a national or international NGO
- Knowledge of Greek

We are looking for female applicants since we are a women's only organization, managed by women to serve the needs of pregnant mothers and their young children (~2 years).

Deadline to apply: 20th July.

Please send a CV and a cover letter (1 page maximum) to amurtel.gr@amurtel.org with the subject title: PROJECT OFFICER 2017. Please note that due to the emergency to fill the position, applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Only short listed candidates will be contacted.