

Two Project Coordinators (f/m/d):

Fundraising and Distribution Coordinator (100%)

Team Management and Administration Coordinator (100%)

Time Commitment: min. 6 months, preferably 1 year (42h/week)

Location: Ioannina, Greece

About the Organization and the Project

Be Aware And Share (BAAS) is an independent non-profit organization that supports people in need and contributes to social inclusion. Founded in 2015 in Switzerland, BAAS is primarily engaging in working with people on the move in Europe. Currently, the organization is mainly focusing on its Community Center in Ioannina, Greece where a variety of services are offered to people on the move. BAAS also carries out awareness-raising activities in Switzerland. All BAAS work is financed exclusively by donations.

Job descriptions

We are seeking two committed coordinators for our Community Center in Ioannina, Greece. The project team consists of 3-4 project coordinators with divided but also shared responsibilities. The number of community and visiting volunteers working on the project varies according to availability and need, with a teamsize usually between 4-8 Volunteers.

The Fundraising and Distribution Coordinator guides BAAS' fundraising efforts and is responsible for coordinating the distribution services of the Community Centre. Starting date for this position is December 2024 or by agreement.

The Team Management and Administration Coordinator focuses on project and team management and is responsible for finances, public relations and administrative tasks. Starting date for this position is as of now or by agreement.

Fundraising and Distribution Coordinator:

Responsibilities:

- Managing the fundraising-team and reporting to the project responsible and to the board
- Developing a sustainable fundraising strategy and implementing it
- Writing grant applications; creating campaign content; maintaining donor relations and acquiring new donors (institutional and private)
- Grant management, including narrative and financial reporting
- Research and analysis of funding trends to ensure continuous project funding and to identify new funding streams
- Responsible for the NFI distribution at the Community Centre
- Designing, modifying and implementing distribution systems according to humanitarian principles
- Carrying out procurement trips in the area and oversee inventories of the stocks
- Liaison with existing partners to organize logistics and deliveries and expansion of network

Specific Requirements:

- Relevant experience in Fundraising, ideally for a grassroots organization
- Basic knowledge of Project Cycle Management and willingness to further develop these skills in the implementation of grant management activities
- Knowledge of fundraising avenues for and enthusiasm for the implementation of innovative financing solutions

Team Management and Administration Coordinator:

Responsibilities:

- Managing the project-team and reporting to the project responsible and to the board
- Coordination of activities offered at the Community Centre
- Recruitment and support of volunteers during assignment
- Finances and Accounting of the project costs
- Public Relations: social media, reports
- Administrative tasks

Specific Requirements:

- Experienced in leading teams of diverse backgrounds and education
- Experience working with project budgets and accounting
- Basic knowledge of Project Cycle Management and willingness to develop skills in reporting

General Requirements for both positions:

- Subscribe to the values of BAAS, the project objectives and enjoy working in a diverse team with a range of educational and professional backgrounds
- Experience in working with people on the move ideally in grassroots organizations
- Demonstrated experience in building and maintaining networks with local and international partners
- Ability to work effectively in a fast paced and volatile environment, including taking decisions under pressure, setting priorities and meeting deadlines
- Capable of self-organized, proactive and innovative work
- Capacity to remain calm and ability to cope with stressful situations and to set boundaries
- Flexibility, especially with regard to working hours, areas of responsibility and contextual changes
- Excellent written and spoken communication and editing skills (English required, Greek desirable, German, French, Arabic, Farsi are assets)
- Comfortable with project management tools and OfficeSuite (Slack, ClickUp, Xero, etc.)
- Drivers license category B, manual transmission and willingness to drive in Greece

What we offer

- Wide scope for independent work structure and participation in organizational development
- Access to diverse networks and partnerships
- Coverage of living and travel expenses as well as health insurance
- Single room in a shared accommodation
- Comprehensive training and introduction to the project and the organization
- The opportunity to take on a responsible position in a committed and dynamic team and to make an important contribution to the realization of the BAAS project in Greece.

We look forward to receiving your application with a letter of motivation, CV, certificates and references by **1 September 2024** to board@beawareandshare.ch - please include the job title in the subject line and clearly state which position you are applying for. BAAS cannot assist in obtaining visas.

If you have any further questions about the position or the organization, please contact board@beawareandshare.ch

We welcome applications from people who broaden the societal diversity within our organization and particularly welcome applications from individuals from the displaced community.