



Full-Time Project Manager

Organisation overview

The objective of the ANKAA Project is to enhance and favour social inclusion of displaced people in the Athens community. ANKAA Project stands for equitable pathways towards education and employment. By providing cultural activities, language classes, vocational trainings in the field of tailoring, metal, electricity, carpentry and IT & Media, ANKAA intends to strengthen the unemployed community in Athens. Through its collaborative network of partners and supporters, ANKAA develops stronger training programs, facilitates access to employment and integration in the labour market, allowing the participants to create tools for rebuilding their lives in a dignified, sustainable and personal way.

Based on the right to education and the right to work under fair and just conditions, ANKAA Project and its collaborative network of partners advocate for social inclusion, an acknowledgement of a shared history, equal opportunities and a celebration of cultures and skills. Furthermore, the project includes a positive approach towards the environment and the implementation of the principles of circular economy, by offering inter alia recycling and upcycling programs and activities.

ANKAA Project is an Equal Opportunity employer. We consider applicants for all positions on the basis of ability and skills without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation.

For more information, please visit www.ankaaproject.org

About the position

As a project manager you will need to undertake a variety of administrative and program management tasks. You will manage the day to day operations of ANKAA Project, coordinate with staff and volunteers, as well as help in the planning and organisation of programs and activities. You will work closely together with our department coordinators and report to the Board of Directors.

Responsibilities and Tasks

- Manage the day-to-day operations of the different departments
 - Manage the organisation of classes and workshops (scheduling, logistics, registration week, etc.) in close collaboration with our reception
 - Coordinate activities between the different departments and guide the department coordinators
- Guide staff and volunteers throughout the project
 - Organise internal meetings: coordination meetings, etc.
 - Provide guidance, coaching and mentoring to ANKAA staff
 - Help build positive relations within the team and external parties
- Manage the outreach and recruitment of volunteers and staff
- Collaborate with other organisations and local communities
 - Represent ANKAA and attend meetings of different working groups in Athens



- Planning and Reporting
 - Oversee all projects coordinated through the different departments
 - Support planning and coordination
 - Ensure implementation of policies and procedures
 - Keep updated records of ANKAA activities
 - Create reports and/or proposals
- Financial management
 - Manage budgets and track expenditures/transactions
- Assume other responsibilities as assigned

Qualifications

- Passionate about and committed to ANKAA Project's mission, vision and values
- Strong organisational and interpersonal skills combined with an ability to handle and prioritise multiple tasks
- Strong verbal and written communication skills
- An ability to inspire trust, to work collaboratively, to organise people into teams and to motivate them to work well together
- Ability to interact with people from diverse and multi-disciplinary backgrounds and build consensus through negotiation and diplomacy
- Ability and flexibility to adapt to frequent change
- Other desired characteristics include strong problem-solving skills, work under pressure, able to work independently, detail-oriented, ability to grasp the "big picture", time management skills and the willingness to try new and creative approaches
- Bilingual in English and Greek
- Speaking other languages (Arabic, Farsi, French, Turkish, etc.) is an asset
- Strong knowledge in MS Office and the ability to learn new programs/applications as needed
- The perfect candidate should have first experience in a related field (in the context of migration or non-profit management) or a background in project management, culture studies, non-profit management, etc.
- Knowledge of budgeting, bookkeeping and reporting

Application procedure

Applications will be accepted until the 15th of July 2020. Please submit a cover letter describing your relevant experience, interests and motivation with your resume to hr@ankaaproject.org. If you had previous experience in a related field, please attach a recommendation letter or provide us with a recommendation contact. Every application gets an acknowledgement of receipt and an answer within 14 days of the application deadline. Possible candidates will be invited for an interview. The future project coordinator will be guided through her or his different tasks and receive extensive training during her or his first months. If you have any other questions, do not hesitate to contact: hr@ankaaproject.org