

1. Title –Assistant Coordinator
2. Purpose of the Job – To assist the Executive Director and the Program Coordinator as needed
3. Responsibilities & Competencies
  - a. Knowledge of the year schedule.
  - b. Participate in documenting all events and activities of the company.
  - c. Filing and responsible for maintenance of the filing process.
  - d. Participate in reading, sorting, and categorizing feedback from beneficiaries.
  - e. Responsible for timesheets and attendance.
  - f. First phone responder and first door responder
  - g. Typing and copying as needed.
4. Qualifications
  - a. diploma secretarial work, or equivalent in life experience (must provide proof) .
  - b. Good knowledge of the practices of a performing arts organization.
  - c. Good knowledge of NGO practices
  - d. Excellent typist in Arabic and English.
  - e. At least 2 years experience in a function for administrative support in a cultural organization for youth
  - f. Good knowledge of monitoring systems in community related organizations.
  - g. Good communication skills.
  - h. Affiliation with the world of children, youth, and young adults
  - i. Knowledge and appreciation of the performing arts in Gaza, Palestine, and in general.