



Job Description for Program Coordinator

Position – Program Coordinator (part/full time)

Location – Beirut and various locations throughout Lebanon

Reporting to – Director of Relief & Development

Responsibilities

1. Conduct monitoring visits with beneficiary households in various parts of Lebanon
2. Work and cultivate relationships with community partners for stories and other communications materials, beneficiary feedback, capacity building
3. Escort LSESD guests to project and partner sites as needed
4. Maintain relief and development unit documentation and updates records, systems, including communications materials and unit social media platforms
5. Backstop Program Officers on their projects and proposals
6. Manage projects as assigned by Director
7. Assist Program Officers and other staff with data entry, voucher reconciliation, other project documentation
8. Represent LSESD at industry meetings, as necessary
9. Organize events and meetings for partners and the unit
10. Coordinate with and assist the Logistician, Finance Officer and other staff when required
11. Provide additional program support as needed

Experience and Qualifications

- A university degree or training/experience in an appropriate discipline that is relevant to relief and development
- At least 1 year of experience with relief and development organization(s) with a good understanding of the realities of the field and of the donor world
- Skills and experience in marketing, writing, partner relations
- Strong skills in organizing and planning



Desired Qualities

- Culturally aware and sensitive
- Flexible and able to work with ambiguity
- Able to maintain positive relationships
- Capacity to learn and adapt quickly
- Able to work in Arabic and English
- Experience in child protection
- Able to drive to partner locations in Lebanon (driver's license necessary)

How to apply:

Kindly send your CV along with a cover letter to HR@LSESD.ORG