PROGRAMS COORDINATOR- CONSULTANCY

DATES OF THE ASSIGNMENT

01/07/2019- 31/06/2020 (12 months)

OBJECTIVES

Zoukak Theatre Company and Cultural Association is looking for a Programs’ Coordinator, to follow up, lead the implementation, and monitor of Zoukak projects & events, as well as manage the day-to- day work of the projects’ team.

The position is based at Zoukak Studio, in Beirut.

MAIN WORK INTERFACES

✓ Internal interfaces
  - General Manager
  - Executive Manager
  - Finance & Administrative Officer
  - Communication Officer
  - Venue Manager
  - Technical Director/ Coordinator
  - Zoukak consultants
  - Board members
  - Volunteers & interns
  - Activities Coordinators

✓ External interfaces
  - Partner associations & individuals
  - Funding bodies
  - Participants/ trainees
  - Media
  - Other as needed

MAIN TASKS

In close coordination with the General Manager & Executive Manager, the Programs’ Coordinator is in charge of:
Lead the implementation, and monitoring of Zoukak projects, as well as manage the day-to-day work of the projects’ team;
Recruit & manage projects’ team; Ensure they have clear objectives and follow-up the adequate implementation of their duties;
Insure compliance of the implemented activities and programs with the board strategy and the funders’ requirements
Implement the communication strategy related to each project;
Support the implementation of the Audience strategy;
Update the Monitoring & Evaluation tool regularly;
Ensure follow-up with work interfaces listed above, and other relevant partners as needed;
Ensure that narrative and financial reporting requirements are met for each project;
Ensure that projects are implemented within the expected timeline, budget, and following the agreed log frame;
Be the focal point for donors, and potential donors;
By the end of each project, ensure that Zoukak has reached planned indicators as stipulated in the projects documents;
Draft projects proposals as needed;
For workshops, follow on the selection process of the participants;
Ensure that the human resources contracts, invoices and payments are done in due time in coordination with the admin & finance officer;
Track the budget of the activity & Ensure opening and closing of cashboxes as per the admin guidelines and budget lines;
Manage the logistics related to implemented activities;
Manage the production and logistical management of the Zoukak Studio in general as well as Zoukak events and their delivery end to end;
Ensure the studio management and logistics (Zoukak furniture, maintenance, fixing if needed, protection and of their storage as needed);
Liaising with current or future furniture’s providers as needed for maintenance, purchases... in coordination with the management;
Provide all documents necessary for archiving to the management;
Work occasionally nights and weekends to attend events or to organize activities.

QUALIFICATIONS AND REQUIREMENTS

- At least 2 years’ experience in project/ programs’ coordination and management
- Preferably experience in the cultural and/or psychosocial field

SKILLS REQUIRED

- Organizational skills
- Initiative
- Stress management
- Ability to develop and implement collective work methodologies
- Flexibility
- Listening