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**JOB VACANCY FORM**

X Full-time □ Part-time □ Summer-Job □ Internship

Job Title: Project Coordinator

Application Deadline: NA

Reference Number: 261113-7

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**Company Description**

**TYPE:** x Local □ Regional □ Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION:** Non – Profit

The mission of the organization is to bring smiles, fun and laughter to hospitalized children in Lebanon, especially those with chronic illnesses, through visits held by specialized “Clown Doctors”.

Our objectives are:

- To create an encouraging environment for hospitalized children and their families.
- To promote children’s interactive skills as well as their families’.
- To form concrete relationships with hospital administration and staff.

To provide professional and specialized training to clown doctors in the theory and practice of Ibtissama.

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**Job Description**

**BRIEF JOB DESCRIPTION:**

- All day-to-day operations of the foundation.
- Scheduling our team weekly hospital visits once per month during the monthly meeting.
- Coordinating biannual training workshops with the head trainer from Italy.
- In charge of recruiting new Clown Doctors: coordinating the process with the Head trainer from Italy, interviews of candidates and the selection process.
- Strategic planning with the NGO board members: Expansion within Lebanon and throughout the Arab Countries.
- Preparing payments and annual budget.
- Coordinating media relations with the PR agency (HAVAS) that handles our account.
- Acting as a spokesperson/representative for TV/radio/print interviews.
- Social Media: to manage Facebook page, twitter, Pinterest and Youtube accounts - responsible for creating content and online marketing. Updating website with the help of Born Interactive.
- Fundraising: responsible of implementing existing strategies (Red Nose Day events at Schools, collection boxes, movie avant-premiere) and creating new ones as well as coordinating Gala dinner preparations with the events planning company.
- Sponsorship issues: prepare sponsorship packages, contact companies CSR departments. Attending fairs and events that will increase the awareness about the NGO

JOB LOCATION(S):


DEGREE:

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MAJOR/ EMPHASIS:

- Educated to a Bachelor’s Degree level.
- Major: Business, Communication Media, Psychology

WORK EXPERIENCE:

- From 1 to 3 years
- Self-motivated, eager to learn, possess organizational skills.
- Ability to work effectively within a team as well as work independently.
- Outstanding coordination and alignment skills.

SKILLS:

Languages Skills: x English x Arabic x French Other: N/A

Computer Skills: Basic computer literacy as well as social media savvy

SALARY:

Basic Salary Range: $1,000-$1,200

Other benefits include:

- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- None

WORKING DAYS: Monday – Friday

WORKING HOURS: 9:00 AM – 4:00 PM
How to Apply

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: [http://tinyurl.com/CPSunsubscribe](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 261113-7

**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME WITH EVERY JOB APPLICATION, OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

For further information, please do not hesitate to contact:

*Dr. Maryam Ghandour*
*American University of Beirut*
*Career and Placement Services*
*West Hall, Room 115*
*P.O. Box 11-0236 Riad El Solh*
*Beirut 1107 2020, Lebanon*
*Tel: +961 1 350000 Ext: 3172*
*Tel/Fax: +961 1 744 488*
*E-mail: mg03@aub.edu.lb*
*Website: [http://staff.aub.edu.lb/~websao/cps/index.html](http://staff.aub.edu.lb/~websao/cps/index.html)*

The job vacancies are for AUB students and alumni ONLY.