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**JOB VACANCY FORM**

☑ Full-time ☐ Part-time ☐ Summer-Job ☐ Internship

**Job Title:** Project Coordinator

**Application Deadline:** July 30, 2013

**Reference Number:** 180613-1

**Company Description**

**TYPE:** ☑ Local ☐ Regional ☐ Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION:**

Our mission is to bring smiles, fun and laughter to hospitalized children in Lebanon, especially those suffering from chronic illnesses, through weekly visits conducted by specialized “Clown Doctors”. Today, we are visiting 4 hospitals, namely, Rafic Hariri University Hospital, American University of Beirut Medical Center including the St. Jude–affiliated Children Cancer Center of Lebanon (CCCL), Makassed General Hospital and Hotel Dieu de France.

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**Job Description**

**BRIEF JOB DESCRIPTION:**

**Main Responsibilities**

- All day-to-day operations of the foundation.
- Scheduling Ibissama’s 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 Ibtissama’s 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):**
City: Beirut  
Country: Lebanon

**DEGREE:**
- Bachelor  
- Master  
- Doctoral Degree  
- Undergraduate Student/ Degree not Necessary  
- Teaching Diploma

**MAJOR/ EMPHASIS:**
University degree in social studies, sociology, psychology, business or any other related field.  
Applicants from other degrees are welcome to apply.

**WORK EXPERIENCE:**
One to three years of experience as a project coordinator or any other relevant work experience, able to acquire knowledge to handle the main responsibilities mentioned above.

**SKILLS:**
- Languages Skills: English, Arabic, French
- Computer Skills: Basic computer literacy as well as social media savvy
- Other Skills: 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.

**SALARY**
Basic Salary Range: To be discussed
Other benefits include:
- Accommodation  
- Health Insurance  
- Return Ticket  
- Bonus  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation  
- Lebanese NSSF  
- None

**WORKING DAYS:** Mon - Fri

**WORKING HOURS:** 9:00 TILL 4:00

**How to Apply**
Interested candidates may send their resume and cover letter by email to:
Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 180613-1

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

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.