

Job ID/Title: Extra curriculum coordinator Ref 5|2015

Brand: ABNA AL QUDS Club

Application Deadline: 29Nov-15

Duty Station: Jerusalem – Old city.

Languages Required: Arabic, English,

Duration of Initial Contract: 12 months

Job percentage: 50%

ABNA AL Quds organization was established in 1976. As a response of the 1967 war, to deliver sports, social, cultural and psychosocial activities for the Jerusalemite Society (children, youth, elderly and women).

ABNA AL Quds organization is located in a very sensitive location in the Old City next to Jerusalem Wall, over a space of 5 acres (football and basketball play area, garden, sport hall, lecture hall, computer lab and media center, administrative offices).

**Vision:**

A free learning space for the Jerusalemite Palestinians, working together for sustainable development.

**Mission:**

ABNA AL Quds organization seeks to create a free space to enable youth and women, to enhance their status in the community by building their capacities and increase their social responsibility in order to advocate for their rights.

The organization aims to provide a community umbrella; believes in the Jerusalemite resident as an added value, and strengthening their role for community action.

**Short description of the project**

The project seek to create a safe environment for children and women, and enable them to participate in different training courses and activities; aiming to empower them and build on their talents and capacities, in addition the project will empower children and women to be able to decide about their future, the project will take into consideration gender equity and equality, and will combat gender based violence.

- Mobilize the community and the stakeholder to participate in the community umbrella project.
- Follow up the trainers programs.
- Conduct Meeting with parents.
- Develop beneficiary's files.
- Documents the activities and time sheets of the trainers.
- Cooperate with the identifying needs of the children and preparing individual case plans that involve the child.
- Management for the logistics in related to the project activities.

### Specific Roles and Responsibilities

- Mobilize the community and the stakeholder to participate in the community umbrella project.
- Follow up the trainers programs.
- Conduct Meeting with parents.
- Develop beneficiary's files.
- Documents the activities and time sheets of the trainers.
- Cooperate with the identifying needs of the children and preparing individual case plans that involve the child.
- Mangement for the logistics in related to the project activities.
- Implement the project activities.

### Qualifications and Experience:

- BA in Sosical Workder, sport or relevant social science
- Experience in community psycho-education and working with children
- Minimum one year of experience in social assessments
- Excellent reporting and formal writing skills in both English & Arabic
- Ability to work under pressure and communicate effectively with a range of people
- Ability to use Microsoft Office.

### Desired Qualifications:

- Demonstrated experience in women empowerment.
- Well understanding of the grassroots organization.

Interested candidates are encouraged to submit their CVs, cover letter, with accurate points of contact no later than Sunday 29 of November 14:00 PM to the below mail indicating “ Extra Curriculum Coordinator Ref P5| 2015” in the Subject line.

[abnaalquds@hotmail.com](mailto:abnaalquds@hotmail.com)

Only shortlisted candidates will be invited to pass interview and written exam. Both male and female will get equal opportunity; we highly encourage the new graduate to apply for this position.

It's worth to mention that ABNA AL QUDS Club is consider the Child Protection Policy.