

# Field Coordinator Assistant

Closing date: **June 18, 2023**

## **Offene Arme e.V. (Chios) – Job Description Field Coordinator Assistant**

**Job Title:** Field Coordinator Assistant

**Location:** Vagia 122, Kampos 82100, Chios, Greece

**Prerequisite:** Need to be a EU Visa holder for the full length of your stay

**Please note that Offene Arme cannot provide documents to enable your stay - we can only accept applicants who do not require a visa or residence permit to stay in Greece.**

Offene Arme e.V. is a well established locally based NGO which mainly focuses on distributing clothes, food and hygiene products to the ever changing population of refugees and asylum seekers on the island of Chios.

We are looking for an open-minded, flexible and stress resistant person to join our coordination team, happy to work in a small and diverse team of volunteers and able to adapt to an ever-changing environment.

**Purpose:** The Field Coordinator Assistant is the right hand of the Field Coordinator.

### **Key Responsibilities:**

- Assisting the Field Coordinator (who is the first point of contact) with communications, this includes requesting support, providing updates, writing up reports and sending out thank you notes and other general administrative duties
- Diary management - coordinating the Field Coordinator's diary and volunteer calendar (remind the Field Coordinator)
- Attending and taking minutes in meetings and communicate the minutes of the meetings to the team
- Ensure documents are up to date, harmonize previous years documents filing system

- Reporting any incoming emails to the Field and Warehouse coordinators, for example; supplies needed from other Organizations
- Volunteer management - monitoring all incoming volunteer requests, responding to queries, ensuring that the team has the necessary number of volunteers, organizing their arrival and ensuring all required documents are sent prior to arrival and registration
- Along with the coordinators, ensuring the wellbeing and welfare of volunteers on the ground by frequently sharings indigo's mental health resources
- Organizing/attending daily meetings and additional meetings and debriefings as required - with the coordinators
- Helping the coordinators, responding to the current needs of the organization and any ad hoc duties as required if there is capacity
- Providing weekly activity reports for social media and other updates as required
- Work for social media, strategy (instagram, LinkedIn subject to field coordinator's approval) with the help of coordinators

#### **Shared Responsibilities:**

- Organizing/attending daily meetings and additional meetings and debriefings as required
- Managing the OA vehicles to ensure they are looked after properly, including regular check ups - with other coordinators and drivers
- Undertake the warehouse or free shop coordinators duties if need be

#### **Key Requirements:**

- Experience in an admin role
- Strong attention to detail and ability to remain calm under pressure
- Fluent in written and spoken English (professional level) & Greek is desirable
- Computer literate (Google docs, Google sheets, Canva)
- Ability to multi-task and prioritize time-sensitive tasks
- Ability to handle sensitive information with discretion
- Ability to adapt and respond quickly to changing situations
- Ability to work well as part of a team
- Ability to follow the code of conduct and lead by example in and out of the working hours
- Understanding of the purpose, goals and role of Offene Arme on Chios
- Learn and understand the situation on Chios and across Greece
- Experience in an NGO working with vulnerable people

**Reports to:** Field Coordinator

**Duration:** Minimum of 4 months (including 15 days trial period)

**Location:** Chios, Greece

**Benefits:** Free accommodation all expenses included, €350 per month stipend

## **How to Apply**

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Please note that all coordinators are subject to a two week trial period as a volunteer when they begin (one week in the organisation as a general volunteer followed by a one week handover). During this time you will be required to find your own accommodation and the monthly stipend will begin at the end of this trial period.

Please consider that Offene Arme is not able to sponsor candidates for obtaining a visa. You must hold a valid visa to volunteer in Greece.

The trial period for this role commences on the 15th of July 2023.

If you are interested in this position then please send us your CV and your application letter to [cesrt@offenearme.org](mailto:cesrt@offenearme.org). Please don't hesitate to contact us with any questions. We look forward to hearing from you!