



Habibi.Works

Project Coordinator



Position Outline

Location: Katsikas, Ioannina, Greece

Ideal start date: October 2023

Duration: 12 months

Stipend:

400 Euros & accommodation in a private room

*Breakfast & lunch are provided on every working day.

Apply via recruiting@soupandsocks.eu

Application deadline: September 10, 2023.



Who we are

Habibi.Works is an intercultural makerspace and platform for education, empowerment and social encounters for people on the move, locals and visiting makers.

Habibi.Works is located in close proximity to the refugee camp of Katsikas in the north of Greece, which currently hosts roughly 1000 men, women and children. An estimated 3000 refugees and asylum seekers live in the Epirus region, most of them without access to education, psychological support, the labor market, or dignified living conditions, and are marginalised from Greek society.

Habibi.Works provides access to 14 different working areas, including tools, materials and the guidance of experts in each area to all.

Working Areas

- Community Kitchen
- Wood Workshop
- Bicycle Repair Workshop
- Electronics Workshop
- MediaLab
- Sewing Atelier
- Sound Studio
- Library
- Community Gym
- Barber / Beauty Salon

What we are looking for

Our diverse team is currently looking for motivated, skilled people to join us on the ground and take over general coordination and one administrative area, specifically **Recruiting and Team Member Well-Being**.

The ideal **starting date** is October 2023, with a **minimum commitment** of 12 months. German speakers, people with lived experience of being an asylum seeker and with experience in the humanitarian field, project coordination, recruitment and safeguarding, as well as resource mapping and referrals are especially encouraged to apply.

Key Responsibilities



As a coordinator, we expect you to lead by example and facilitate decision-making with the team while taking into account the financial, legal, practical and ethical implications of decisions made. Together with your fellow coordinators, you will be responsible for the following:

Team management

- Inducting new team members
- Organising the weekly meetings with the team
- Motivating the team - keeping morale and spirits high
- Checking in with team members on an individual level
- Organising housing arrangements

Day to Day Tasks

Every team member, coordinator or not, is required to:

- Contribute to cleaning through weekly cleaning tasks
- Take "receptionist" shifts
- Support the kitchen team of the day in making lunch for all participants in the space

You will additionally take the lead in the following administrative area:

Recruiting & Team Member Well-Being

Running a successful makerspace within a humanitarian context is challenging. It takes the right kind of people, motivation, and adaptability. In this role, you will be responsible for the on-going recruitment of team members with skillsets specific to our working areas and pillar responsibilities (see Our Structure diagram below). This requires very good communication, timeliness, and organizational skills, as well as the ability to connect with people and our project to ensure a good fit.

Additionally, you will be the main point of contact for team members, supporting them with guidance and resources regarding safeguarding, wellness and conflict mediation. Overall, this position works with the whole coordination team to create a healthy atmosphere, team cohesion, and emotional resilience.

Your Position within the Team

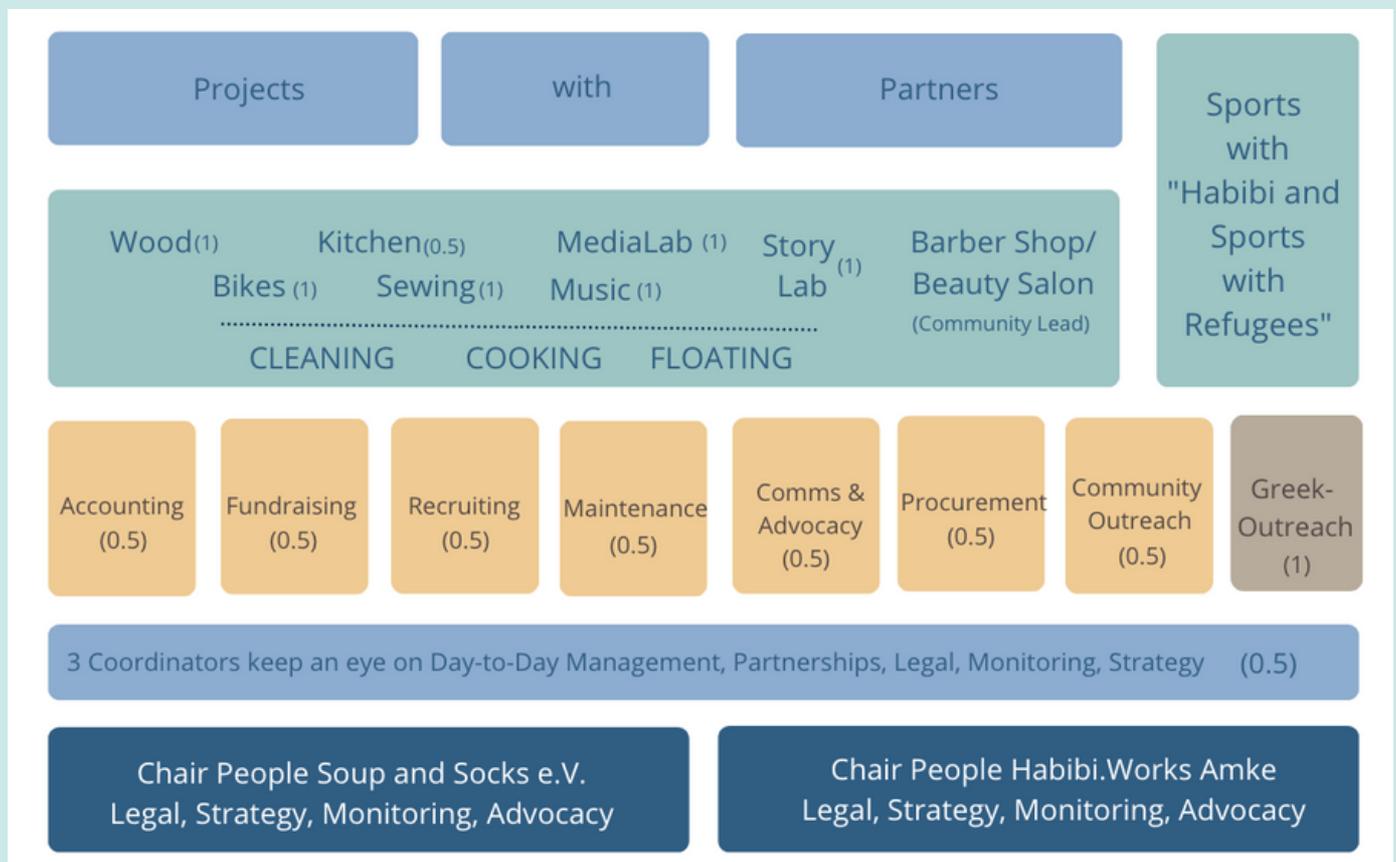


You will be working in a team of (on average) 15 people and form part of a coordination team of 3. There will be an onboarding period during which the current team member(s) responsible for your administrative area will accompany you and onboard you to your specific role and responsibilities.

As a project coordinator, you will oversee the management of the day-to-day routine in Habibi.Works as well as be responsible for Recruitment and Team Member Well-Being. You will additionally be heavily involved in sub-projects and collaborations. As much as possible, decisions are taken together with the entire team on the ground, through a consensus-based decision-making process.

We highly encourage our coordinators get involved in one of the working areas on a weekly basis alongside carrying out their administrative tasks, to stay in touch with the target group and to support the rest of the team.

Our Structure



In Habibi.Works, long-term team members and coordinators act as the pillars, carrying responsibilities and oversight which enable other team members to implement activities and programs. Decision-making and day to day management are a shared responsibility.

What we are looking for



Essential

- European citizenship (as we can only employ people from the EU)
- At least 22 years old
- Fluency in spoken and written English
- Proven leadership and team-management skills
- Experience in project management and one or more of the following: Recruitment, Team-building, or Safeguarding.
- Comfortable with community-led and self-organised organisational models
- Strong interpersonal skills, organizational skills, and work ethic
- Commitment to humanitarian values

Desirable

- Experience developing and implementing safeguarding protocols, experience in social work or case-management
- Knowledge of the Greek legal system and familiarity with other actors relevant to the Greek humanitarian field
- Skills relevant to one or more of our working areas
- Other languages: **German**, Arabic, Farsi, French, Somali
- Previous volunteering or paid working experience in the humanitarian context
- Driver's licence

What we offer

- Greek working contract
- Health insurance in Greece
- A private room in our flat for long-term team members
- Breakfast and lunch on working days, as well as food support
- Two weekend days (Sunday & Monday)

Contact us via

recruiting@soupandsocks.eu

with the subject line "Project Coordinator 2023"



facebook.com/HabibiWorks/



instagram.com/habibiworks/



<https://soupandsocks.eu/habibiworks/>