

**SolidarityNow** consists of a network of people and organizations whose goal is to assist and support those most affected by the economic and humanitarian crises in Greece. Through the provision of services to both the local Greek and migrant populations, we seek to restore the vision of a strong Europe based on solidarity and open values.Since 2013, **SolidarityNow** has supported at total of 73 different programs. Of these, 14.4 million euros have been allocated to 48 programs that provide support to the public in Greece, along with an additional 10 million euros allocated to 25 programs that specifically address the migrant and refugee crises. To implement these programs, **SolidarityNow** works with over 70 organizations, including civil society groups and public bodies.

**Location**: Malakasa

**Job title**:Senior Educational Officer (Greek language)

**Starting Date**: ASAP

**Status**: Full Time

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| **Level 3** | the job holder will have regular contact with children  |

**Generic responsibilities**

1. Provide after-school educational activities, including **Greek language classes**, according to refugee and migrant population needs
2. Expand and build on the existing educational curriculum that targets and addresses the needs of different age groups of children and youth
3. Provide homework support to children attending formal education
4. Oversee distribution of teaching and learning material according to the population’s needs
5. Update and maintain effective workplans
6. Develop and maintain effective filing systems, both electronic and hardcopy
7. Support educational, recreational and other psychosocial activities
8. Engage with parents, schools and communities in order to improve attendance and respond to students’ needs
9. Contribute to the identification of vulnerabilities and facilitate referrals to available support
10. Communicate with management, draft and submit project reports
11. Supervise other teachers and provide support to them in line with project objectives
12. Ensure on-going monitoring, tracking and reporting of all educational activities

**Qualifications**

**Essential**

* Degree – Bachelor degree in Education (any subject) or Greek Language and Literature

**Excellent Greek and English**

* Masters or Bachelor’s degree in Intercultural Education or Teaching Greek as a second/foreign language will be preferred
* Proven knowledge of training, curriculum development, implementation and educational administration
* Native in Greek and preferably English
* At least 2 years of professional experience in educational programs for refugees or rural/vulnerable communities
* Previous experience with humanitarian/human rights’ NGO will be an added advantage
* Strong analytical and administrative skills in managing educational programs and mainly primary education projects
* Experience in report writing and excellent computer skills

**Desired**

* Experience in training of trainers/facilitators skills
* Knowledge of Arabic or Farsi will be an advantage
* Proven academic or on-job training and understanding of the Project Cycle model in managing humanitarian assistance

If you are interested in applying, please fill send your CV and motivation letter to recruitment@solidaritynow.org by **Wednesday, July 25, 2018**, mentioning in the email subject **“SN Senior Educational Officer (Greek Language) \_Malakasa”**

SN is an equal opportunity employer. Persons with disabilities and from vulnerable and disadvantaged groups are strongly encouraged to apply.

Recruitment processes reflect SN’s commitment to keeping children safe from harm and abuse. Employment is subject to SN Child protection standards, including background checks and adherence to SN Child Safeguarding Policy.

**Due to the urgency of recruitment, SN reserves the right to complete the process even before the deadline for CV submissions.**