

Job Description and Expected Profile

- Assist Vlora Youth Center Staff with grant writing, project planning and programming
- Assist the preparation of activities logistics and materials
- Assist the realization of projects' activities
- Assist staff with overall supervision of youth to ensure a safe and fun environment is maintained;
- Interact and communicate with staff, parents, children/youth, fellow volunteers and the community, at large, in a positive and professional manner
- Assist staff with documenting and reporting the activities
- Assist with management of social media profiles of the organization/ preparation of social media posts;
- Assist staff with project reporting
- Be reliable in attendance of activities, as scheduled
- Exhibit effective communication skills in listening and talking to youth, as well as communicating with the staff regarding concerns with youth
- Provide appropriate leadership and positive role modeling at all times to activities' participants

Language Skills

- Fluent knowledge of English

Proposed Time for the NGO Mobility Program

- April-June 2020 (3 months)

The program will be implemented in Vlora, Albania.