

The Duke of Edinburgh's International Award Romania is seeking  
**Activities coordinator**

The Duke of Edinburgh's International Award Romania foundation is seeking a talented Activities coordinator to join our team.

The Activities coordinator in the Stand by me project is a role around working with communities and helping to create teams of mentors for the buddy system on a local level in coordination with local coordinators. It is vital also to communicate and implement the programme at schools and other institutions including government and other NGOs on a national level.

**KEY RESPONSIBILITIES**

- unit care within the Stand by Me initiative and coordination of the people involved in the Stand by me initiative: Award Leaders, buddies, people involved in the Buddy Up program and AJ for the displaced young Ukrainians and their buddies;
- The activities coordinator is working under the project manager and is responsible for maintain the Award Leaders involved, active and to assure that they have their needs covered in terms of the delivery of the Award within the Stand by Me initiative;
- When organising events for young people, the activities coordinator design the events, maintain the communication with trainers and, when possible and needed, deliver the events/training/workshops, create tools for a good communication with young people and transmit to them the information that they need to know/have;
- offering to the Award units support in activities delivery to their youth and buddies, regular calls with people involved in the project
- Communication and promotion in schools and other institutions at the national level;
- Coordination of activities within the projects (trainings, workshops, camps, activities directed towards the adults and young people involved in the Stand by me project) and volunteers for the stand by me
- Support the project manager to meet the Stand by Me project targets and the national team to meet the national strategy of the Award in Romania Foundation
- Contribute to the development of the Award program in Romania together with the national team with the possibility to influence the course of the program worldwide;
- Fulfilment of other tasks, the execution of which will be necessary according to the requirements and needs of the employer.

### REQUIREMENT

- The ideal candidate will be based in Cluj and will be able to work at the office and travel to the above destinations and others.
- Fluency in English; knowledge of Ukrainian is a plus.
- The ideal candidate for this role will have experience in youth work, communication, and training.
- Strong written and verbal communication skills.
- Ability to analyse and interpret data
- Driving licence

### WHAT WE OFFER

- A dynamic and motivating working experience in an international organisation, with opportunities for continuous professional development
- A friendly and collaborative work environment
- In-house training & development
- Attractive salary, dependent on working experience and qualifications

Interested candidates will send their CV and letter of intention to Anca Doczi Luchian, Stand By Me Project Manager, at [anca.doczi@dofe.ro](mailto:anca.doczi@dofe.ro) until **28.07.2023**.

The ideal candidate will be able to start immediately after the results of the interview are being released.

We are looking forward to meeting you!

Kindly note that only short-listed candidates will be invited for the interview