

PROGRAM COORDINATOR (PART TIME)

The American Federation of Ramallah, Palestine announces a new part-time position, as part of its long-term growth strategy.

Responsibilities include, but are not limited to:

- This key role coordinates and assists Federation programs and Committees, and interacts with applicants, participants, alumni, and the respective volunteer Program or Committee chairs.
- Monitors Committee and program progress toward milestones, and generates reports detailing progress and performance against budget.
- Schedules and forecasts planning for special events that promote the Federation and its programs across all US clubs.
- Utilizes multiple Social Media platforms to promote special events and programs.
- Attends Board of Directors meetings in Detroit as required, as well as the Federation Mid-Year meeting and annual Convention.
- Supports programs' and committees' internal fundraising activities as required.

This part-time position requires three days / 24 hours weekly, with flexible scheduling available. The starting salary is \$24,000.

Federation programs and Committees include, but are not limited to: Project Hope, Leadership Ramallah, the Ramallah Business and Professional Network, Medical Mission, Public Relations, Camp Ramallah, Scholarships Committee, Emerging Leaders, Cultural and Educational Exchange Mission, Outstanding High School Senior Award, and the Archival project.

Reporting to the Federation Deputy President and the Federation Executive Administrator, this position can be located at AFRP headquarters in Westland, Michigan, or be conducted virtually. If not located in Michigan, the individual selected will be required to attend quarterly Board meetings as well as the Federation Mid-Year meeting and annual Convention, as stated above.

Requirements:

- A Bachelor's degree is preferred, and prior supervisory experience is highly desirable.
- Fluency in the multiple facets of Social Media engagement is required, as well as proficiency in MS Word, Excel and publishing software.
- The ability to handle multiple, competing priorities successfully, and the interpersonal skills to effectively interact with internal and external stakeholders are critical.

The American Federation of Ramallah, Palestine is an Equal Opportunity Employer