

Job title: Project Coordinator

Project: Good Water Neighbors (GWN)

Reports to: Program Managers

Location: Amman – Jordan

Background

[EcoPeace Middle East](#) is a unique trilateral environmental organization. Our primary objective is the promotion of cooperative efforts to protect our shared environmental heritage. In so doing, we seek to advance both sustainable regional development and the creation of necessary conditions for lasting peace in our region.

Job Purpose: Support project development and assisting projects managers in the planning and implementation of project activities. Also assisting the [Jordan EcoPark](#) team in ensuring sustainable environmental practices aiming at conserving the unique natural habitat of the site and protecting biodiversity.

Responsibilities include:

- Supporting the Jordan EcoPark team both on site and remotely in ensuring sustainable practices and environmental conservation. This would involve, in addition to working closely with the park team, liaising with local governments and the local community in addition to maintaining and supervising EcoPeace's projects in the Jordan Valley.
- Assist with the implementation of the project's activities focusing on events taking place at the Jordan EcoPark, including training, workshops and field trips – pertaining to awareness raising, environmental activism and advocacy.
- Provide onsite facilitation of projects activities (campaigns and workshops) and supplemental activities (project service, youth selection, teacher selection, young entrepreneurs selection as well as field trips and events).
- Attending projects meetings and reporting.
- Direct project correspondences by preparing and reviewing project memos, meeting minutes and emails.
- Assess and evaluate the performance and development of the project's beneficiaries.

- Achieve operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; resolving problems, and implementing change.
- Assist with the planning, coordination, and production of national, regional and international workshops and conferences.
- Interact with the local community and stakeholders on an ongoing basis.
- Networking and coordinating with relevant partner organizations.
- Willingness and ability to travel nationally, regionally and internationally.
- Supporting the project managers through consultations, information gathering, and community visits.

Personal Experience and Qualities for Candidates:

- Degree in the relevant fields of ecology, education, biodiversity and/or environment science. A master degree is a plus.
- Minimum 4-5 years of professional experience in project coordination\ Management.
- Excellent organizational and prioritization skills.
- Native Arabic speaker with excellent command of English.
- The ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints.
- Ability to multitask effectively as well as display professionalism and confidence.
- Ability to plan and coordinate the most effective use of time, facilities, and resources to achieve successful project objectives.
- Ability to work with limited supervision and to structure own work independently.
- Creative thinker, passionate about environmental education, culturally responsive, showing initiative and adaptive to the work and program environment.
- Skilled in document composition and report writing.
- Advance knowledge of word processing and programs such as excel, PowerPoint and web browsing.
- Experience in formal/informal education: leading workshops, curriculum, development, moderating sessions, etc.
- Knowledge and work experience in the fields of environment, ecology, education and biodiversity are essential.



Salary:

According to EcoPeace's salary scale and terms and conditions.

Application:

Interested applicants shall submit their CV's and cover letters to Ms. Nour Abu Laban Nour@ecopeaceme.org.

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