Vacancy – Coordinator of Environmental Justice Program and Communication & Visibility

The Heinrich-Böll-Stiftung - Palestine and Jordan Office is seeking to hire a Program Coordinator for the Environmental Justice Program and for Communication & Visibility

The Program Coordinator manages the Environmental Justice Program and Communication & Visibility within the Heinrich-Böll-Stiftung - Palestine and Jordan Office in Ramallah, and takes over many additional tasks related to program work of the foundation in Palestine and Jordan.

About the Foundation

The Heinrich Böll Foundation (in German Heinrich-Böll-Stiftung) is part of the Green political movement that has developed worldwide. Our main tenets are ecology and sustainability, democracy and human rights, self-determination and justice. We place particular emphasis on gender democracy, meaning social emancipation and equal rights for women and men. We are also committed to equal rights for cultural and ethnic minorities and to the societal and political participation of immigrants. The Foundation seeks to encourage and facilitate cross-border initiatives and regional cooperation. Our activities are guided by the fundamental political values of universal human rights, ecology, democracy, solidarity, and nonviolence.

The Palestine and Jordan office was established in Ramallah in 1999 and has been working in three main programs: Environmental Justice, Democracy and Human Rights, and Policy Analysis. We have close partnerships with more than 20 local organizations in the West Bank (including East Jerusalem), the Gaza Strip, and Jordan. Our partners are committed to the values of human rights, democracy, gender equality and environmental sustainability.

Job Description:

A) “Environmental Justice Program Coordinator” (75% of work time) among other tasks will:

- Manage and coordinate the Environmental Justice Program, review proposals, prepare budgets, and monitor expenditures;
- Support partners in their project development, planning and monitoring, and work in close cooperation with them;
- Participate in project activities and review publications and other project outputs;
- Review narrative and financial reports submitted by partners;
- Monitor budget allocations and expenditures, check payment requests, cash transfers and other financial transactions according to hbs’ guidelines and under the supervision of hbs’ Financial Department;
- Prepare program and project reports in accordance with the regulations and guidelines of the German Ministry for Economic Cooperation and Development (BMZ), and ensure the timely submission of reports by the project partners;
Plan and implement local and regional self-organized activities under the supervision of the Office Director, organize conferences, workshops, seminars, Regional Summer Schools, and contribute to visiting programs;

Provide information on relevant program areas; maintain contacts and relations with partner organizations in Palestine and Jordan, identify new partners, establish contacts with potential new partners;

Provide up-to-date content for the website relevant to program thematic topics and activities;

Maintain the contact with the Ecology and Sustainable Development Department in hbs’ headquarters as well as with environmental Program Coordinators in other hbs offices;

Provide up-to-date reports and analyses on political, environmental, social and cultural developments in Palestine, Jordan and the region;

Undertake specific literature reviews, policy research and writing assignments and contribute to program planning and reporting documents;

Build networks of experts and partners willing to participate in hbs events and to inform visiting delegations;

Build and expand hbs’ network in Jordan; connect with local NGOs, experts, and international actors and develop an expertise on the environmental sector in Jordan;

Involve the office in international climate policies in cooperation with hbs’ headquarters and potentially participate in global climate actions within the framework of the Foundation’s efforts;

Contribute to office program strategies and assist in the overall management of the office;

Taking over other additional tasks and responsibilities, as advised by the Office Director.

B) “The office’s Communication & Visibility” (25% of work time) among other tasks will:

Manage the office’s Communications & Visibility according to the Communication Strategy in close coordination with the Office Director and the team;

Manage hbs’ website in coordination with the Webmaster;

Manage the office’s social media channels (including Facebook, Instagram, YouTube, etc.);

Prepare the office newsletter and contribute to newsletters issued by hbs’ headquarters;

Prepare or assist in hbs’ publications and associated translations;

Maintain contact and mailing lists and manage project-related public relations on behalf of hbs;

Manage some of the office’s bidding and contracting processes for consultants and companies;

Act as the focal point with hbs headquarters’ Communications Department in Berlin;

Take over other additional tasks and responsibilities, as advised by the Office Director;

Qualifications and Expectations:

- A minimum of 5 years of work experience in project management or relevant fields (planning, monitoring, and evaluation);
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- A Master's Degree in environmental sciences or engineering, political science, social sciences, or other related specializations;
- Strong experience and knowledge in environmental topics, environmental and climate justice issues, and human rights, with emphasis on the context in Palestine and Jordan;
- Willingness to travel to Jordan regularly;
- Work experience in Jordan is an asset;
- Familiarity with gender policies and approaches;
- Fluency in spoken and written English, strong Arabic communication and reading skills, German is an asset;
- Excellent communication skills;
- Experience with press release writing and social media;
- Dynamic and creative personality with strong management skills;
- Ability to work effectively and in an organized manner under pressure, both independently and as part of the team;
- High motivation and excellent work ethics;
- Commitment and adherence to hbs internal guidelines and values, including but not limited to administrative and financial manuals, and the Policy on Protection from Sexual Exploitation, Abuse and Harassment

What We offer:

- Work in a German political foundation with progressive values and an international network;
- Diversified and challenging work portfolio and opportunities for additional qualifications;
- Excellent work atmosphere in a small team;
- A competitive contract and salary.

Application Process:

Interested candidates should submit a cover letter explaining their qualifications and motivation for this position and a CV in English to applications@ps.boell.org no later than Thursday, 20th of June 2024. Please also include references. Applications received after this date or those that do not meet the qualifications above will not be considered. Only short-listed candidates will be contacted.