MENAR Fellowship Job Description

ORGANIZATION DESCRIPTION:
Collateral Repair Project (CRP) was started in 2006 by two American women who worked hard to stop the US invasion of Iraq and grieved over the loss of innocent lives in their name. They wanted to establish an organization that allowed for a direct connection between citizens of coalition countries and innocent Iraqis who suffered from the consequences of war.

They decided to set up Collateral Repair Project in Amman, Jordan, where many refugees were relocating. Much of CRP’s early work was charity related, but as the organization grew it ran numerous programs focusing on community building, education, and emergency aid. Activities have greatly expanded over the years and CRP now serves Jordanians as well as Iraqis and other nationals fleeing their countries’ violence, particularly Syrians who are part of the huge refugee influx into Jordan.

Our programs seek to restore dignity and community among displaced urban refugees as well as to ensure that their basic food and housing needs are met. CRP provides emergency assistance to hundreds of families through in-kind aid, information and referral services, and a monthly food voucher program that provides eligible households with coupons to purchase fresh produce and groceries. CRP’s Family Resource and Community Center offers many activities and learning opportunities to allow refugees to begin to rebuild the communities they lost after fleeing their home countries.

CRP’s strengths include a wealth of knowledge about the refugee community in East Amman and strong relationships with the beneficiaries we serve. The community center is a place where many refugees, prohibited by Jordanian law from working, spend their days. Because of this, CRP has cultivated strong grassroots support from beneficiaries, many of whom go on to become volunteers, helping to assist their neighbors to access programs and services.

CRP is located in Hashemi Shamali in East Amman. It is a registered 501(c)(3) tax-exempt non-profit organization in the United States of America, and registered as an international organization with the Ministry of Social Development in Jordan.

GENERAL POSITION SUMMARY:
The Programs and Administration Fellow works closely with the Executive Director at CRP’s community center for fundraising and securing partnerships and human resources with local and international organizations. S/he is responsible for international and local outreach as well as managing CRP’s volunteers and communications. CRP encourages employees’ personal development – there is room for growth matching candidate capabilities, and candidates are expected to take on more work as they gain experience.

Essential Duties and Responsibilities:
1. Volunteer Coordination: Serve as the point of contact for all volunteer groups. Vet, place, and orient all volunteers and interns. Collect all necessary documentation (Scopes of Work, Confidentiality Form, etc.)
Outreach/Fundraising Team
- Organize and facilitate weekly meetings
- Determine volunteers’ weekly and daily assignments
- Manage and follow up on all volunteers’ work

Grant Writing Team
- Save and document all potential and submitted grants
- Ensure that volunteers are fully informed on future projects/activities CRP wants to fund
- Provide volunteers with templates and guidance for proposal writing
- Maintain all grant information

Program Activity Volunteers
- Work with Program Director and Executive Director to determine needs
- Maintain weekly and monthly activity schedule in coordination with Programs Director
- Manage contacts with expat volunteer list-servs

2. Fundraising:
- Connect with individuals, small groups, and organizations abroad
- Organize and manage online fundraising campaigns
- Organize and manage any local activities

3. Communications:
- Oversee authorship and formatting of monthly supporter newsletter (via MailChimp)
- Write and post 1-2 stories to the website every week
- Post on CRP’s Facebook page daily
- Coordinate with design team to create materials, e.g. fundraising packets and flyers
- Oversee creation of donor and partner organization materials
- Interface with potential donors, ensuring they receive CRP informational materials

4. Grant Writing:
- Run weekly grants meetings with Partnerships and Program Quality Manager (PPQM)
- Work closely with PPQM and ED to design programs and projects and apply for relevant grants
• Coordinate with PPQM and ED on project design, applications, and all aspect of drafts and proposals

5. **Additional Responsibilities:**

• Outreach to and coordination with organizations (in tandem with ED) for partnerships and/or funding in Jordan

• Evaluate opportunities to partner with local organizations

• Map and establish contact with local like-minded organizations

• Manage administrative databases and systems

• Provide ad hoc research on needs and potential projects

• Assist ED with tasks and projects as necessary

• Coordinate CRP events (field trips, community concerts, etc.) in close coordination with PD

**SUPERVISORY RESPONSIBILITY:**
International volunteers

**REPORTS DIRECTLY TO:**
Executive Director

**WORKS DIRECTLY WITH:**
Executive Director; Programs Managers; Partnerships and Program Quality Manager; and volunteers

**SUCCESS FACTORS:**

- Creativity and flexibility in planning and problem solving
- Demonstrated ability to lead and communicate effectively with team members of varied work styles, follow procedures, and meet deadlines
- Proven ability to learn quickly, take initiative, and be accountable for results
- Team oriented, with an ability to work with diverse groups of people
- Conscientious, with an excellent sense of judgment
- Proficiency in Arabic strongly preferred