



# ASSISTANT COORDINATOR

## Role Description

### WHO ARE WE LOOKING FOR?

We are looking for individuals with excellent cross-cultural communication and interpersonal skills to join our team as Assistant Project Coordinators!

This is a volunteer role, with part time hours that can be fixed around your schedule. Our Assistant Coordinators usually volunteer for 4-8 hours per week.

The ideal person will have a demonstrable interest or lived experience of migration or displacement. They must be confident in working independently and communicating with people with differing cultural backgrounds and levels of English.

### TO APPLY:

Email

**aine@conversationoverborders.org** with "Assistant Project Coordinator Role" as the subject. Attach your CV, a paragraph or two about why this is the role for you, and your availability.

## KEY TASKS AND RESPONSIBILITIES

- Contacting service users on our waiting list and calling them to explain our services
- Contacting and interviewing prospective volunteers
- Pairing service users & volunteers based on their level of experience, level of English, preferences, background, age, gender and any other relevant factors.
- Scheduling classes
- Keeping databases up to date.

## WHAT DO WE OFFER?

- A flexible, friendly and supportive team environment, with wellbeing events, socials and resources
- Relevant training opportunities
- Experience working directly with individuals with lived experience of displacement and opportunities to be involved in shaping the project as it grows.
- A funded work SIM and email for contacting candidates and service users