

PROJECT COORDINATOR FOR LIBRARY BUS

At the French German Cultural Center

Volume of employment: 65 %

Payment scheme according to local standards

We are looking for a motivated colleague to coordinate our mobile library bus, “Bibliobus” starting from 01.09.2019 until 31.12.2020 (with option of extending number of hours and contract duration) at the French German Cultural Center.

The **main tasks** include:

- Close cooperation with the Goethe-Institut as well as the Institut Français
- Planning and implementation of school visits with the option to lend books, and organize workshops and events at schools in the West Bank and East-Jerusalem
- Creating concepts to cooperate with project partners (esp. schools with French or German languages classes as well as local partners)
- Planning and implementation of events (Competitions, promote reading through activities, workshops, participation in local events such as books fairs, children festivals etc.)
- Planning and implementation of informational events in schools
- Financial management: Planning and supervision of budget, creation of initial account assignments
- Work in connection to the library: research for continuous maintenance of book stock
- Regular evaluation and documentation of project
- Maintenance of social media presence and regular updates on social media channels
- Supervision and cooperation with interns

Requirement profile:

- Very good project management skill and relevant experience
- Experience in pedagogical work with children
- Skills in informational and library work
- High resilience, team working skills and social skills
- Willingness to official trips inside the West Bank, East-Jerusalem and Gaza
- Very good usage of Outlook, Word, Excel, Power Point and high experience with social media (experiences working with library applications is of advantage)
- Very good command of German- and/or French and English in writing and speaking as well as good Arabic skills
- Experience in teaching foreign languages is of advantage
- Intercultural communication skills
- Interest in literature and different cultural fields
- Ability to cope with the specific situations, which are related to the political situation in the West Bank
- Driving license B and proven driving practice
- Driving license for Jerusalem is of advantage

Remarks:

- If not the full range of expected requirements are met the salary can vary from the written out salary
- Visa and working permit issue should be directly discussed with the Goethe-Institut

The Goethe-Institut Ramallah offers a workplace with a friendly atmosphere and a well-established, experienced and competent team.

Please address your application including CV and motivation letter until 31.08.2019 to: Mona Kriegler, director of the Goethe-Institut bewerbung-ramallah@goethe.de.

Applications without complete documents cannot be taken into account.

We are looking to your application.