

Early Childhood Care and Development

Mother and child Education and Parent's Participation Program in Underprivileged and Remote Areas in Lebanon

Program Coordinator - Full Time Job Description

ARC is a not-for-profit organization, established in 1988 and active in knowledge development and translating rights into reality, through human and material resource development in health, education and community development.

ARC's Strategic Objectives are:

- Resource Development
- Networking
- Capacity Building
- Advocacy
- Action Research

The ECCD “*Mother and child Education and Parent's Participation*” Program – **MOCEPP**- in *Underprivileged and Remote Areas in Lebanon*”, will actively engage Kindergarten students’ parents, and provide them with skills, through a variety of activities that enable them to more fully participate in their children’s education and wellbeing both at home and at school.

ARC is seeking, for immediate employment in its office in Beirut, a Coordinator for this program.

The MOCEPP Objectives:

1. Increase positive and nurturing parenting.
2. Reduce critical and violent discipline approaches by replacing spanking with positive strategies such as ignoring, using logical and natural consequences, redirecting, adequate monitoring, and problem-solving.
3. Improve parents' problem-solving skills, anger management, and communication skills.
4. Increase family support networks and school involvement

5. Help parents and teachers work collaboratively to ensure consistency across settings.
6. Increase parents' involvement in children's academic-related activities at home.

Purpose of position:

To coordinate “*The Mother and child Education and Parent’s Participation*” Program activities and resources both at the administrative and programmatic levels.

Qualifications:

1. BS in Early Childhood Care and Development, Education, child psychology or other relevant or equivalent degree
2. Skill in "Results Based Management approach and Logical Framework Analysis"
3. Reporting and documentation skills
4. Punctual and organized
5. Good interpersonal skills and ability to work in a team
6. At least three years of experience working in an NGO and in the field
7. One written recommendation by previous employer
8. Fluent in English and Arabic. French is an asset
9. Computer literate (Arabic and English)
10. Ability to handle work pressure especially in combining field and office work
11. Facilitation skills
12. Ability to visit implementation sites in remote and underprivileged areas
13. Ability to start work immediately.

Tasks:

The post-holder will coordinate “*The Mother and Child Education and Parent’s Participation Program*”. This includes:

1. Follow-up on the planning, implementation, and reporting of the assigned MOCEPP program
2. Organize the logistics of the program’s events and activities
3. Conduct field visits to partners and implementation sites
4. Support in developing proposals for fundraising

5. Deliver narrative reports of the assigned program
6. Recruit consultants and resource persons
7. Represent the MOCEPP in events
8. Minute the meetings and ensure the follow up on action points
9. Support in developing the program work plans, and ensure and monitor their implementation
10. Ensure that the MOCEPP section of the website and directory are regularly updated.
11. Attend meetings and events organized by ARC
12. Demonstrate commitment to ARC's core values especially to the Child Protection Policy.

Reporting:

The MOCEPP coordinator reports to ARC's General coordinator

Remuneration:

- Salary based on qualifications and experience
- NSSF benefits
- Transportation allowance
- Opportunity to grow within the organization

Please send your CV and letter of interest to Ms. Hiba (Administration) at arcleb@mawared.org

For more information please call: 01 742 075