CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

Title: Social Capoeira Hub – Project Coordinator/Researcher (PC)

Overview: Since its founding in 2007 in Damascus, Syria, Capoeira4Refugees (C4R) has worked with children and youth in conflict zones. C4R uses capoeira, a 16th century afro-brazilian art form which incorporates music, sport and play, to improve the lives of children and youth affected by conflict. C4R currently works in refugee camps and host communities in Jordan and supports capoeira trainers through the #GrassrootsAward in Turkey and Palestine. C4R is looking to expand and broaden the Award to teachers who work with vulnerable children globally.

For more information, visit www.capoeira4refugees.org

Contract duration: September 2017

Tenure: 4 months’ internship with possibility of renewal

Location: Germany, Berlin

Responsible to: Independent Role in coordination with Programme and Coms Team

Role Overview:
C4R is in an exciting position of growth. The Project Coordinator (PC) will support C4R grow its network of Social Capoeira Projects who work with Refugees, Refugee Host and Marginalised Communities, Free4Kids, Prisons/Shelters and with people with Special Needs. The PO will work closely with the programmes team, the marketing team, as well as other staff members as necessary. You will be expected to delegate tasks and manage tight reporting deadlines.

1. Purpose of the Position:
The PC position is an exciting role for someone who wants to be at the heart of the sport for development for change sector. The PA oversees, builds, cultivates, and tends to the expansive Social Capoeira “community”, which includes apart from our own - hundreds of projects and organizations worldwide that are using music, sports and play to address key issues across the globe.

2. Responsibilities:
Programme Development
- Hit the set goals,
- Create, maintain and manage (new) relationships, be strategic and proactive in social media channels
- Log and update Projects to the website to reach the goal of 100 Social Projects by Dec 2017 (currently 50+/-)
- Write inspiring copy, create/develop programme materials
- Engage (Meet / Interview Social Capoeira Projects in Germany/Europe) and connect social capoeira projects via Social Media, meet the goal of 50 relationships with social capoeira groups by Dec 2017
- Support with creating and project manage a motivated team of (Volunteer/interns) supporters across different marketing functions to help to achieve the set goals

Communication
- Support the Communications Team with inspiring materials in support of fundraising aims (Newsletters /
support strategic Social Media support)

- Raise the overall visibility of C4R and the #GrassrootsAward in media and social media, ensure branding guidelines be glued
- Highlight Social Capoeira projects globally and support with building an online network
- Attend networking events and meetings

Reporting

- Prepare monthly reports and give presentations on progress to the senior leadership team
- Share inspiring stories with communications team
- Work with online management tools and databases and further develop them
- Support with other related tasks as necessary

3. Education, Qualifications, Competences, Skills Required:

Essential:

- Hands on, motivated and full of ideas
- Hands off, still motivated but strategic on implementing ideas
- Excellent writing and editing skills: English (fluent) / Strong presentation and communication skills
- Good understanding and experience of marketing tools and common design tools
- Excellent organisational and project management skills (we are picky on admin/ folder structures)
- Experience in data analysis & reporting
- IT user & project management skills
- Experience of working in multi-cultural teams

Preferred:

- Experience in international development, ideally with a focus on sport, children/youth and refugees
- Experience in establishing a team, managing staff and volunteers
- Experience with sport and development projects
- Language Skills, Portuguese, French, German
- Familiar with Capoeira

To Apply: Send your application with the subject line ‘Applying for Social Capoeira Hub Project Coordinator’ including the following:

- a current CV of no more than 2 pages
- a Cover Letter of no more than one page

Email your application to jobs@capoeira4refugees.org Capoeira4Refugees will only contact short-listed candidates.

*Applications that do not follow this procedure will not be considered.