

# Integration Program Officer

## Integration Team

**Reports to:** *Integration Team Leader*

**Project:** *Horizon Center*

**Employment type:** *Full Time (40 hours per week)*

**Contract length:** *3 months (with the potential of renewal)*

**Work location:** *Athens, Greece*

### About Faros:

Faros is a Christian non-profit organization that provides humanitarian care and individual support to unaccompanied children and refugee youth. Our vision is to see every unaccompanied child and refugee youth live with dignity and hope and be equipped to make a positive change in society. We want to take responsibility for the individual unaccompanied children and refugee youth, and help them find safety, discover their worth, and build a future perspective.

### Job summary:

The purpose of the Integration Program Officer in the Horizon Center is to develop the curricula for the Integration Training Program, as well as to facilitate the classes while supporting the students throughout the process. Along with the main purpose, the Integration Program Officer will be working with the Integration Program Team Leader and team to support the overall development and execution of the program.

### Duties and Key Responsibilities:

#### Curricula Development & Class Facilitation:

- To be responsible for the development and design of curricula for the Integration Training Program; including learning activities, assignments, and assessments.
- To facilitate classes & workshops according to curricula content.
- To motivate and engage youth to participate in the Horizon program

- To be responsible for all tasks relating to student registration, participation, and graduation processes occur. This includes the monitoring, recording, and reporting of class/workshop activities.
- To conduct regular evaluations and revisions of educational materials to ensure high standards of suitability and effectiveness.

### **Program Development:**

- To support the Integration Program Team Leader in developing and implementing project activities to meet project deliverables, based on timeline and scope.
- To work closely with the Integration Program team for the development of the program's road map with new goals for new phases, which are aligned with the vision and mission of the organization.
- To organize and conduct focus group discussions and surveys to ensure the relevancy of the program.
- To research initiatives in relation to refugee integration and propose Faros' involvement in selected projects that are aligned with the program goals.

### **Other General Tasks:**

- To support the drafting of concept documents for the further advancement and promotion of the Integration Program, upon request.
- To provide administrative support, when needed.

### **Education / Experience needed:**

- Bachelor's Degree in Teaching and related experience.
- Experience teaching refugee youth, especially those with little formal education will be an asset.
- Experience implementing programs for refugees.
- Experience working in multicultural teams is preferable.

### **Skills required:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Desire to see young people develop and reach their potential
- A passion for working with and teaching refugee youth
- Ability to work independently and as part of a team
- Ability to work competently under pressure and tight deadlines

- Be highly self-motivated, organized, self-reflective, and self-critical
- Willingness to learn and develop further skills
- Class creation skills and advanced facilitation skills
- Excellent I.T. skills

## **Language skills required:**

Fluency in Greek and English language is essential.

## **Working Hours:**

Monday to Friday, 10 am – 6 pm

## **Application:**

**Application Deadline:** October 15th, 2021

If you are interested to apply for this role, please email your resume along with a motivation letter to [jobs@faros.org](mailto:jobs@faros.org). In the subject header, please write 'Integration Program Officer'.

## **Please note:**

- Due to the immediate need to fill this position, the selection process may start before the application deadline for the submission of resumes.
- Only shortlisted candidates will be contacted.