



JORDAN PROGRAM DIRECTOR

Job Description

About Reclaim Childhood

Reclaim Childhood (RC) is a 501(c)(3) nonprofit organization that seeks to empower refugee and local girls and women in Jordan through sport and play. We operate regular after-school sports programming and summer camp for girls ages 6-18, teen leadership programming, and coaching clinics for local adult women.

RC's mission is threefold: First, to provide a safe space where participants can just be kids. Second, to connect communities that otherwise may not interact – refugees and Jordanians alike. Third, to empower and inspire young women, by employing the positive impact of sport and play to teach the life lessons uniquely learned through athletics and by providing strong female role models as coaches. Reclaim Childhood runs programming in East Amman and Zarqa, Jordan.

Since 2017, RC has increased its fundraising by 300%, doubled the number of participants in its programs, and expanded its program hours and offerings. The organization is currently undertaking a strategic planning process and will be implementing the first stages throughout 2020.

General Position Summary

The Program Director oversees all aspects of programming in Jordan. She is responsible for delivering high quality programming for refugee and low-income Jordanian girls, which includes eight practices a week during the fall and spring, weekly teen leadership workshops, and summer sports camp. She oversees a staff of local coaches, volunteers, and interns, and is responsible for managing and motivating all members of the team. The role will be based in Amman, Jordan.

Position Responsibilities

The approximate breakdown of responsibilities for this position is as follows:

Program management (80%)

- Manage a staff of 10 Jordanian and refugee coaches
- Coordinate with head coaches on practice logistics and plans
- Recruit and manage in-country interns and volunteers
- Design three coach clinics per year, which incorporate training in athletic coaching, youth development, and professional skills
- Create a thorough and detailed budget request each year, participating actively in the budget revision and review process
- Administer and track program budget, maintaining detailed expense reports



- Maintain high standards for monitoring and evaluation, ensuring quality and accuracy of all attendance and season reports
- Liaise with community and referral partners including other NGOs, schools, and embassies
- Participate in relevant subject-matter working groups at UNHCR and other partners

Fundraising and communications (20%)

- Develop and manage in-country donor relationships
- Assist in grant writing and management
- Compile seasonal newsletters for RC stakeholders
- Maintain RC's social media presence (Facebook, Twitter, Instagram)

Qualifications

- Background in athletics, coaching, or youth development
- Proficiency in Google Docs and Microsoft Word, Excel, and Power Point
- Proficiency in spoken Arabic required
- Strong English writing skills
- 1-2 years of experience in the MENA region strongly preferred
- Past experience in monitoring and evaluation preferred

Success Factors

- Passion for our mission
- Flexibility and creativity in dealing with challenging situations
- Strong ability to take initiative and generate new ideas
- Demonstrated ability to lead and work within teams
- Strong degree of independence and ability to work without direct supervision
- Experience working in diverse settings
- Willingness to work non-traditional hours
- Due to the cultural context, female candidates are strongly encouraged to apply

Time and Compensation

The Jordan Program Director is a full-time exempt position with an ideal start date in May 2020, reporting to the Executive Director. The compensation for this position will be commensurate with candidate's experience and includes a health care stipend, generous vacation time, and a flexible office schedule.

Interested candidates should submit a resume and thoughtful cover letter to Anna Barrett, Executive Director, at admin@reclaimchildhood.org by March 1. Candidates are encouraged to apply earlier. To help us in our processes, please put "Jordan Program Director" in the subject line.