

Gaza Great Minds

We Will Read Again

Programme Assistant Role Description

Gaza Great Mind Family consists of talented team of non-paid volunteers across the world who manage the fundraising, social media and web presence for the project. Our role is to showcase the work of the talented educational teams on the ground and advocate for them to raise financial support and educational resources.

We believe that any family is as strong as the members allow it to be. GGM family is seeking highly energetic, passionate and qualified individuals who care about children's education in Gaza during all circumstances. GGM family offers a rewarding experience psychologically by making a real impact on the present & future of the children of Gaza.

Role brief

GGM family is looking for a Program Assistant to provide voluntary a variety of administrative duties in order to help our family complete projects on-time and within budget.

Program Assistant responsibilities include responding to emails and scheduling meetings. Ultimately, you will work on several initiatives at once and provide support for different teams; within GGM family, as needed.

Responsibilities:

- Attend GGM family meetings and take minutes.
- Respond to emails.
- Keep track of important dates/events and send out reminders.
- Type/draft letters and reports.
- Compile and send bulk mailings.
- Proofread and make copies of documents.

Ideal volunteer would poses:

- Excellent interpersonal and communication skills.
- Organized to oversee several projects at once.
- Excellent computer literacy.
- Professional email and messaging etiquette.