



Internship/job opportunity

Administrative Assistant / Accounting

John Paul II foundation

in Jerusalem is looking for an Administrative Assistant/Accountant (one position) as part of its internship program for a period of 12 months, with the possibility of extension.

Organization Profile:

John Paul II foundation in the Holy Land is based in Bethlehem with an office in Jerusalem. JP II's main goal is to invest in human capacity building and considers humans as the building block of its growth. It organizes various programs which aim to contribute towards the knowledge, resources, and the infrastructure for the development on both individual and community levels. JP II's office in Jerusalem launched the "Koinonia project", which is an initiative that entails strategic planning, research, survey and advocacy, aiming to develop strategic programs and interventions addressing the future of the Jerusalem Christian community members in general, and the youth in particular. This will all work towards strengthening the presence of the Christian community by highlighting its interests and needs.

The program aims at "improving the employability of the Christian youth in Jerusalem" by providing strategic and practical propositions to the local Christian youth, combined with educational and career guidance. Providing the youth with the right tools to help them make educated choices regarding their education and career, will foster better employment and job opportunities which will lead in turn to securing a good future and a decent life for them in their hometown, Jerusalem. In addition, we hope that this program will strengthen the youth' sense of belonging to the Holy Land, becoming more aware and committed towards their Christian culture, heritage, and history. Such awareness will be in accordance with the ideology focusing on strengthening the Christian presence in Jerusalem

Duties and Responsibilities

The administrative assistant is responsible to the Program Manager for providing administrative support and ensuring the day-to-day order of the office and performs duties as Accountant.

Principal responsibilities:

- Assist in creating physical and electronic files and records; classify and code material according to specific topics
- Draft routine correspondence, memoranda and reports.
- Assist in logistics and administrative arrangements for meetings, seminars, internships and workshops.
- Basic knowledge in advocacy and lobbying
- Assist in maintaining financial records and transactions

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- BA graduate in management or related fields
- Knowledge on the Christian community, the Church and Church related organizations in Jerusalem
- Verbal and written communication skills in English and Arabic
- Excellent knowledge in computer skills and social media applications
- Ability to use Microsoft Office programs, especially Word, Excel and PowerPoint
- Ability to be proactive and create a positive experience for others

Interested applicants should submit their CV to koinoniajerusalem@gmail.com no later than October 10th, 2022.

Only potential candidates will be invited for interviews

All applicants will be notified whether they or not they are being considered for the position.