

Education Manager, Lebanon

- 3 days per week
- \$850 - \$1000 per month, depending on experience
- Permanent role, with a 3-month probation period

We are seeking a part-time Education Manager whose focus will be managing the Seenaryo Playkit, our main education programme. The Seenaryo Playkit is a book to help teachers deliver the curriculum through games, stories and songs. It is delivered to NGOs/schools via a 4-day training. As part of a small core team, the position will be a versatile one. Roles will include:

- Coordinating project logistics with partner NGOs/schools
- Managing Seenaryo's freelance teacher trainers
- Sales of the Playkit (to NGOs/schools) via emails, calls and meetings
- Other organisational administration (e.g. collating evaluation, bookkeeping, communications support, translation)

We are looking for the following skills and experience:

- Experience in project coordination & logistics
- Management experience & strong interpersonal skills
- Experience in the education sector
- Microsoft Word, Excel & PowerPoint skills
- Fluency in Arabic and English (spoken and written)
- Driver's licence (preferred)

How to apply

Candidates should email info@seenaryo.org with the subject "Education Manager". The email must include:

- Your CV
- A full covering letter outlining details of all relevant experience and an explanation of your interest in the role (no more than one page)
- Details of two references

Application Deadline: **Thursday 28th March**

Interviews: **Sunday 31st March** (in Geitawi, Beirut)

The job will begin in April, at the chosen candidate's earliest convenience. The fee will be \$850 - \$1000 per month, depending on experience.

About Seenaryo

Seenaryo is an arts and education organisation working with refugees and host communities in Lebanon and Jordan. Our holistic approach to education supports personal development, academic achievement and social cohesion.