

Project Support Officer, Lebanon

- 3 days per week, in Ashrafieh, Beirut
- \$900-\$1200 per month including employee social security contribution and income tax
- Starting early July 2026
- 1 year contract (3 month probation period)

Job Overview

Seenaryo is seeking a **Project Support Officer** to support the Seenaryo team in **Lebanon**. This position will be based in our office in Ashrafieh, Beirut, with visits to projects across Lebanon. This role will be primarily focused on providing comprehensive administrative, logistical, and operational support across our Arts, Education, and Operations departments. The Project Support Officer works closely with the Arts, Education, Finance, and Operations teams. S/he should have experience of coordination, ideally in the arts or education sector.

Responsibilities and Duties

1. Project Delivery Support

- Support with logistical arrangements for workshops, training sessions, performances and events as guided by Project Managers (e.g. communicating with drivers, assisting with distributing stipends, collecting timesheets, delivering refreshments or training materials).
- Support with data entry on participant databases (e.g. transferring hard copies to digital).
- Support Monitoring & Evaluation (M&E) activities by assisting in data collection from the field as well as data entry.
- When visiting projects, capture photos, simple videos, and success stories from the field for use in reports and social media content.
- Organise and prepare the "Arts Bag", "Playkit bags" and educational tools for trainers and partners in preparation for project delivery.

2. Finance & Procurement Support

- Support with daily scanning of invoices, receipts and other supporting documents as guided by the Head of Procurement and Finance Manager.
- Support with carrying out procurement tasks such as coordinating with suppliers on orders & delivery; researching suppliers and securing quotations; purchasing materials from shops and suppliers in person.
- Maintain an organised physical and electronic filing system for all office and project related documents and invoices.

3. Other Administrative Tasks

- Fulfil daily office management tasks such as tracking office supplies, preparing hospitality needs, and supporting to organise routine maintenance.
- Make external visits to the lawyer, ministries and government departments to submit and deliver paperwork.
- Monitor project and office needs, report them to the Head of Procurement and Finance Manager, and follow up on the delivery and receipt of items.

Essential Qualifications and Experience:

- Basic skills in coordination, communication and working in a team
- Coordination experience in the arts or in the education sector (ideally within a CBO or NGO)
- An enthusiastic approach and the ability to multitask
- An ability to self-motivate, use initiative and work independently
- An openness to new challenges and learning new skills
- An ability to work within a small, multi-disciplinary team
- Honesty, flexibility, adaptability, initiative and ability to take responsibility
- An ability to be creative with new ideas and effectively problem solve
- Fluency in Arabic and English
- An excellent level of written English & Arabic
- Experience using Microsoft Office and Google Suite (including Excel/Spreadsheets and Powerpoint/Slides), Google Drive and Zoom
- Driver's licence (preferred)
- Personal car (preferred)

How to apply

To apply, please fill out [this application form](#) by **Sunday 21st June, at midnight Lebanon time**. We will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support mental health, shape futures, and drive social justice. Over ten years, Seenaryo has developed a unique and radically participatory approach to theatre and learning. What began in community spaces in 2015, has moved into classrooms, onto stages and toured to international festivals. Reaching over 205,000 people in the last decade, Seenaryo won the Digital Innovation of the Year - Learning prize at the 2025 PIONEER Awards, the Resilience in Action Award at HUNDRED 2024, and the Arts, Culture & Heritage prize at the 2023 UK Charity Awards.