



FENIX Humanitarian Legal Aid

Job Description - Operations Coordinator

Fenix – Humanitarian Legal Aid is a Greek nonprofit organization, authorized to operate by Greece’s Ministry of Migration and Asylum, providing services in Lesvos and Athens.

Our teams of 30+ national and international field lawyers, protection officers, social workers, psychologists, human rights and gender specialists and cultural mediators pursue a comprehensive and holistic approach that supports to support asylum seekers’ legal, protection, medical and mental health needs. We focus their work on vulnerable populations, including survivors of torture and sexual and gender based violence, unaccompanied children, and people with disabilities or serious medical conditions.

We are currently looking for an **Operations Coordinator** to join our team in Lesvos from January 10th, 2022.

We are looking for an independent, adaptable and responsible individual who is interested in joining our back office team. The successful candidate must be an excellent communicator, a cooperative, respectful team player, and have the ability to multitask and prioritize in a constantly shifting context.

Job Responsibilities

Under the supervision of the Executive Director and in close contact with the Head of Mission, the Operations Coordinator will be responsible for:

- Ensure that proper financial, logistics and information management systems, and control mechanisms are in place
- Manage the organization’s resources (houses, offices, car, office supplies).
- Identify and fulfill operational needs (material, logistics, financial) at the field level on a weekly basis
- Lead the creation of a weekly plan at field level, including the sharing of common spaces, use of the car, reception schedule, etc.
- Draft, collect and deliver all the required financial and HR documents.
- Prepare the organization’s monthly and annual financial report
- Monitor the team’s wellbeing, ensuring they have proper administrative and emotional support
- Liaise with partners and in-house psychologists to organize team building and training activities
- Liaise with the remote and in-house psychologists to ensure team members are aware of the mental health support provided by Fenix to the staff.
- In collaboration with the Development Coordinator and the Head of Mission, design and manage a yearly HR plan that includes onboarding procedures, recruitment and monitoring of the staff strategies.
- Manage the accounting database of the organization and the dialogue with the local accounting office, managing the financial documents of the organisation.
- Ensure the organization is complying with all Greek regulations and registration requirements

All Fenix team members must comply with the values and principles outlined in the Fenix code of conduct and Policies.

Job Requirements

- Bachelor Degree in relevant field (HR, Accounting, Business Management or similar)



- High command of spoken and written English. Knowledge of Greek, Arabic, Farsi/Dari and/or French is an asset but not required.
- Academic knowledge of, or experience in project management
- Previous experience in accounting, HR or grant management is an asset
- Previous experience in managing a team
- Excellent creative, communication, and organization skills
- Passion for human rights

Conditions

- 12-month full-time position based in Mytilene, Lesvos. Possibility to extend, subject to funding and performance.
- Start date: January 10th

Please apply through the general application form on our website at www.fenixaid.org/Join-us and select the position “Field Operations Coordinator” or send us an email to recruitment@fenixaid.org.

Applications will be reviewed on a rolling basis.