

LOGISTICS OFFICER – Volunteer position

Fenix – Humanitarian Legal Aid is a US non-profit organization and Greek MKO, federally registered with Greece's Ministry of Migration and Asylum.

Our team of lawyers, protection officers, legal assistants, translators, psychologist and experts from different academic backgrounds, provides legal aid, protection and psychosocial services to refugees and asylum seekers on Lesbos, with the support of over 20 volunteers working remotely on translation, research, communication and fundraising.

We are looking for an independent, adaptable and responsible individual who is willing to work in an emergency setting. Our clients need great advocates who demonstrate compassion, patience, hard work and empathy in extremely trying circumstances. 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 Description

Under the supervision of the Operations Coordinator, the Logistics Officer will undertake and monitor the logistic work associated with Fenix's operations, ensuring that all logistic matters are dealt with in accordance with the organizational standards and policies.

Job requirements

- Manage the organization's resources (houses, office, cars)
- Office management (Opening/closing, cleaning schedule, reception, office supplies, maintenance)
- Ensure positive supplier and vendor relationships
- Identify and assist with administrative, logistic and material needs
- All Fenix team members must comply with the values and principles outlined in the Fenix code of conduct and Policies

Job Requirements

- Previous experience in the humanitarian field is an asset
- High command of spoken and written English
- Proficiency in Greek is a strong advantage
- Academic knowledge of, or experience in, project management
- Excellent organizational skills
- Passion for human rights
- Ability to work within a team
- Driving license is required

Conditions

- 3 months full-time position based in Mytilene, Lesbos. Possibility to extend.
- Volunteer position
- Start date: immediate