Relocation Resources Project Coordinator

Africans arriving in Israel, fleeing persecution, lack any status and legal documents, making securing legal protection difficult. The AAA team assists refugees and asylum seekers with the complex application and appeal process, in obtaining official refugee status.

Volunteers participating in this project will work closely with clients through a complex legal process to open doors and create opportunities in the client's life in Israel. You will learn how to work with the United Nations Convention of Refugees and Israeli law. Knowledge of Israeli law is not required.

An experienced program coordinator, familiar with the legal system in Israel, mentors and heads the AAA team.

Responsibilities include but are not limited to;

- over-seeing the relocation project, including all relocation volunteers and cases (an active caseload of approximately 10 asylum-seekers).
- coordinating relocation volunteers, including helping to facilitate monthly interactive training workshop for new volunteers, assess volunteers' skills and distribute cases accordingly, supervise the team's work (comprised of 2-3 volunteers, handling around 10 cases), oversee smooth volunteer changeovers and liaise between volunteers and translators, lawyers, NGOs etc.
- collecting project statistics and compose monthly successes/developments/challenges narratives.
- establishing and maintain rapport with partner organizations such as the UNHCR and ICRC as well as with Refugee Organizations, lawyers, experts and local NGOs which work in these issues.
- ensuring records are maintained and client database is updated regularly.

The ideal candidate will;

- be fluent in spoken and written English.
- have an undergraduate degree or higher or 2 years legal experience;
- have proven writing, research, analytical and organizational skills, including the ability to manage multiple schedules and prioritize with limited resources
- be a quick-learning, self-motivated and independent worker;
- be detail-oriented and able to handle multiple tasks simultaneously and
- be computer literate, including different client databases

Time commitment and structure;

9 months minimum (excluding travel in Israel) part time (15-20 hours a week)

Unpaid position

Personal computer is advantageous

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