

Project and Education Coordinator

Anibar is looking for an experienced Project Coordinator to serve within our program of **Arts Education**. This position is responsible for project coordination within the **Anibar Animation Academy in Prishtina and Peja**.

Terms and conditions

- **Full-time position**
- One year contract **from July 2020 to June 2021**

Required skills and experience

- Degree in education, business, communications or a related field with a minimum of 1-2 years of experience as a project coordinator, with relevant experience in non-profits and/or education.
- Exceptional writing, organizational skills, and the ability to prioritize work while supporting multiple projects.
- Background in education programs and project management
- Quick-learner with a structured way of working
- Very good knowledge of written and spoken English
- Knowledge of project management techniques and methods
- NGO related experiences are a plus
- Intermediate or advanced level proficiency in the use of standard desktop applications, including the ability to produce documents and presentations using word processing, spreadsheet and presentation software; proficiency in website content management software (i.e., SharePoint, FormSite, Wordpress, Constant Contact), Google analytics, database management, collaborative online tools, and social media (or have the ability to be quickly trained in new software or online platforms.)
- Excellent interpersonal and communication skills with a demonstrated ability to work under deadlines and within high performance environments.

Main tasks and responsibilities

- Coordinate the implementation of the project's deliverables
- Prepare and manage project schedules and staff resources based on the project scope and requirements
- Track and manage the project implementation, working closely with all project team members to ensure high-quality work on time and within the budget
- Proactively identify, communicate, and resolve potential project risks and issues
- Producing detailed project documentation and specifications
- Managing budgets and tracking project progress

To apply, please fill out the form and upload your **motivation letter and CV** by **Monday 15th June 2020 23:59 CET**. Interviews (via Skype, Zoom) will be conducted the following week with the shortlisted applicants.

Please don't hesitate to contact us if you have any additional questions regarding the position.