

Position Overview

Position : Education & Training Coordinator

Date : April 22, 2008

Reports to : Director

Purpose

- To carry out the educational and training objectives of the organisation;
- To guarantee the quality of educational programs and their continuous improvement; to manage the educational staff, partners and trainers working with CEJI programs;
- To support the training activities of the organisation including material development, organisation of training courses, facilitating communication on courses to potential participants and partners, managing registrations and documentation for reporting.

Tasks:

- Implementation, support, supervision and reference person for CEJI Education Programmes
- Support to CEJI educational program users, including: EPTO, A CLASSROOM OF DIFFERENCE, Religious Diversity, Antisemitism and Islamophobia
- Respond and coordinate specific training requests
- Research and development of educational materials
- Documentation of project input and results
- Generate reports and proposals
- Develop and sustain catalogue of training materials
- Communicate with organisational partners
- Organise logistics of training events
- General administration

Skills:

- Excellent writing skills, English
- Research, information gathering
- Understanding of pedagogical and training processes
- Ability to facilitate interactive group process
- Good communication skills and ability to build positive working relationships
- Good organisational skills and ability to propose and sustain efficient working procedures
- Resourceful and problem-solving
- Able to work independently and in a team
- Desire to grow professionally
- Computer confident, the more program capability the better

Full time position (5 days / week)

Start Date: September 1, 2008

Application Procedure: Send CV and motivation letter to Ms. Robin Sclafani, CEJI Director - robin.sclafani@ceji.org - 319 Avenue Brugmann, 1180 Brussels, Belgium by June 15th, 2008.

Interviews will take place in the beginning of July.

CEJI's mission is to make a Jewish contribution to an inclusive Europe through diversity education, anti-discrimination advocacy, and facilitating Jewish participation. www.ceji.org