

# Job Description: EcoHub Project Assistant

## About us



Better Days was established in 2015 in response to the influx of refugees arriving on Lesbos, Greece. We are an international team united by a fierce determination to bring environmental stewardship and compassion into the delivery of humanitarian aid. Whether we are doing emergency response, legal support or education, we continue to emphasize the importance of participatory practices, supporting and collaborating with local efforts, and fostering agency among our beneficiaries.



The EcoHub, our environmental education headquarters, focuses on the creation of human-centered spaces that nurture, inspire, and raise environmental awareness. It was created to provide non-formal education, environmental activities, and relaxation opportunities to asylum-seekers. The idea is to empower through gardening and connect people to the earth through hands-on interaction with planting, maintaining, and harvesting fresh organic produce.

## Scope of Work

We are looking to invest in a committed and enthusiastic project assistant who will be responsible for assisting with a variety of EcoHub operations, including but not limited to social media, project documentation, sustainability planning, and monitoring and evaluation. The ideal candidate will be creative, passionate about environmental work, an excellent team player and able to communicate well with all stakeholders. He/she will be a central player in our EcoHub team, whose charge is to green the humanitarian field through regenerative and replicable actions in food production, waste management, horticulture therapy, education, and economic opportunity.

## Responsibilities

1. Assist with monitoring and evaluation
2. Assist with project documentation (photo, video, graphic and text document creation)
3. Assist with social media and outreach
4. Assist with fundraising
5. Communicate regularly with partner organizations as needed
6. Communicate regularly with Better Days team
7. Submit Weekly Progress Report to Better Days' core team
8. Assist with other EcoHub projects both on- and off-site as needed

## Candidate Characteristics

### Required Characteristics

- Excellent interpersonal communication skills
- Open-minded, positive, works well with others
- Excellent computer skills (social media, Google Docs/Drive, research, data collection, etc.)
- Multimedia skills (photography, videography, graphic design, etc.)
- Ability to write for a variety of audiences/purposes
- Self-motivated and able to work independently
- Highly organized and detail-oriented
  
- Ability to manage multiple tasks and meet deadlines
- Enjoys a variety of tasks in a variety of settings (creative, administrative, office, classroom, garden, etc.)
- Flexibility and willingness to assist with related projects as needed
- Fluent in English
- Valid international driving license
- Eligible to work in Greece

### Desired Competencies

- Additional language proficiency (Greek, Farsi/Dari, French, and/or Arabic)
- Previous humanitarian experience
- Previous experience in sustainable/regenerative field(s)
- Previous fundraising experience
- Relevant higher educational background

## Additional Information

Full time

Duration: 3 months with the possibility of renewal

Earliest Start date: Feb 1, 2018

Compensation: Salary and benefits according to Better Days' policy

Location: Lesvos

To apply, please send your cover letter, CV, and references to [eco@betterdays.ngo](mailto:eco@betterdays.ngo). Position open until January 14th 2019.