

Position: Project Coordinator – Gaza Strip

Organization: *We Are Not Numbers (WANN)*

Location: Gaza Strip

Duration: 12 months

Reports to: Executive Director

Application Deadline: 10.12.1025

BACKGROUND INFORMATION

We Are Not Numbers is a storytelling and youth empowerment project that trains Palestinian writers to share their lived experiences with the world through personal narratives, articles, and multimedia content. We amplify voices that are often overlooked, helping young Palestinians develop their writing, communication, and advocacy skills while fostering global solidarity.

SUMMARY OF ROLE

The **Project Coordinator** supports and coordinates all training, production, and operational activities for WANN writers in the Gaza Strip. The role ensures effective communication between trainers, writers, and WANN staff, while maintaining documentation systems and supporting multimedia storytelling initiatives.

KEY RESPONSIBILITIES

1. Coordinate the recruitment, selection, and onboarding of Gaza writers; serve as the primary point of contact for writers.
2. Help organize and facilitate training activities, including community building activities, workshops, and writing circles; liaise with trainers and ensure writers receive all necessary materials and schedules.
3. Support monitoring and follow-up with writers on training progress, assignments, and mentor relationships; troubleshoot as needed.
4. Develop and maintain a structured database for writer engagement, training materials, outputs, and resources; collect data (e.g., attendance, participation, outputs) and prepare regular progress reports.
5. Coordinate short video production by coordinating with videographers, writers, and editors to develop story ideas, gather content and narrative elements, and shoot, edit, and publish the videos.

6. Support administrative tasks related to planning, projects, proposals, donor reporting, and evaluations.
7. Coordinate with the Communication and Social Media Officers to promote WANN content.
8. Ensure compliance with organizational procedures and contextual constraints in Gaza.
9. Assist with event planning, online campaigns, and other tasks relevant to the project's success, as assigned.
10. Participate in management meetings as required (online).

Skills & Qualifications

- Strong organizational and project coordination skills.
- Excellent written and verbal communication skills in Arabic and English.
- Experience working with youth, writers, or creative communities (preferred).
- Ability to manage multiple tasks and meet deadlines in a dynamic environment.
- Knowledge of Gaza's social and cultural context.
- Familiarity with data management tools and digital platforms.
- Passion for storytelling, human rights, and WANN's mission.
- Ability to commute to the Gaza office
- Ability to attend online management team meetings

How to Apply

Interested candidates should submit:

1. **CV (maximum 2 pages)**
2. **Cover letter** outlining relevant experience
3. **Two references**

Send applications to: info@wearenotnumbers.org **Subject line:** *Project Coordinator Officer – Gaza*