



AFAC ARAB FUND FOR
ARTS AND CULTURE
الصندوق العربي
للثقافة والفنون

PROGRAM COORDINATOR Job Description

The Arab Fund for Arts and Culture is looking for a Program Coordinator to join its team. The Program Coordinator will support the Programs Manager in the implementation and administration of AFAC's special programs. The role involves logistical coordination, monitoring program activities, and ensuring effective communication with stakeholders to achieve program objectives.

AFAC is open to profiles of all nationalities from the Arab region, as long as they are based in Beirut and meet the below-mentioned set of skills and experience.

Key Responsibilities:

Program Coordination

- Assist in the development of work plans, schedules, and budgets for special programs.
- Handle the day-to-day coordination of program activities, ensuring tasks are completed on time and within budget.
- Organize meetings, workshops, and events related to program activities.

Administrative Support

- Maintain accurate records of program activities, expenditures, and deliverables.
- Prepare documentation for reports, proposals, and communication materials as needed.
- Support the Programs Manager in drafting updates and correspondence for stakeholders.

Monitoring, and Follow-Up

- Track program progress against set milestones and timelines.
- Assist in collecting and organizing data for monitoring and evaluation purposes.
- Identify and report potential challenges or delays to the Programs Manager.

Stakeholder Coordination

- Act as a point of contact for program-related inquiries and communications.
- Liaise with partners, consultants, and vendors to ensure program requirements are met.
- Facilitate smooth communication between the team and stakeholders.



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Knowledge Skills and Experience

- A degree in arts management, cultural studies, social sciences, or a related field.
- At least 2-3 years of experience in program coordination, preferably in the cultural or non-profit sector.
- Strong organizational and administrative skills, with attention to detail.
- Excellent interpersonal and communication skills.
- Proven ability to manage multiple tasks and meet deadlines.
- Problem-solving mindset with a proactive approach to challenges.
- Familiarity with the cultural sector and stakeholders in the Arab region.
- Fluency in Arabic, English and French.

Interested candidates are requested to provide:

1. Curriculum Vitae
2. Letter of Intent
3. Two Recommendation Letters (attesting to their skills and qualifications) from people they have worked with

Applications must be sent to jobs@arabculturefund.org with the email subject line "Program Coordinator Position". The search will continue until the position is filled but priority will be given to candidates applying by January 15, 2025.