



Lifting Hands International is looking for a **Director of Operations** to start in Greece in **May 2021** and commit to the position for **at least six months**. This is an ideal role for someone pursuing a career in humanitarian aid, who is excited to make a large impact at a small and growing NGO.

### About Us

Lifting Hands International operates a community center in Serres, a small city about an hour away from Thessaloniki in Northern Greece. We work with a population of 1,000+ refugees at the local camps, providing regular aid distributions and a range of psycho-social programs.

### Role Profile

- Overseeing all activities at the LHI community center and making sure program goals are met and in line with LHI's vision
- Working in a small team of three Directors, overseeing a large multicultural team of program managers, international volunteers, and resident volunteers
- Line management of four program managers in charge of the Female Friendly Space, the Child Friendly Space, the Education program, and the Arts & Recreation program
- Updating the HQ team in the US on developments on a regular basis
- Responsible for donor relations in Greece
- Engaging with partners and camp management to share best practices and inform decision making

As Director of Operations you work closely with the Director of Logistics and Evaluation and the Director of Human Resources to lead and empower the members of the LHI management team and generally to ensure the health and success of our Serres programs. This role is mainly home office-based, with regular visits to the community center for feedback sessions and to provide support to program managers.

### Essential criteria:

- Minimum six month commitment, must be able to remain in the Greece for the full period without visa restrictions
- At least 1 year experience in a coordination role
- Experience with project management & development in a refugee context
- Previous experience of people management in a multicultural team
- Strong networker and communicator
- Proven ability to work in a self-directed way without constant supervision
- Must be a fluent English speaker

### Desirable criteria:

- Relevant degree(s) in a related field
- Knowledge of Kurmanji/Arabic/Farsi/Greek
- International drivers license

### We offer:

- Free shared accommodation
- Monthly stipend

Please note that **we are not able to offer any assistance for visa applications**. To apply, please fill out [this application](#). Please send any questions you may have to [walker@liftinghandsinternational.org](mailto:walker@liftinghandsinternational.org). To find out more about Lifting Hands International, you can visit our website at [www.liftinghandsinternational.org](http://www.liftinghandsinternational.org).