

Job Description

Title: Program Assistant Intern (Full-time)
Immediate Supervisor: Program Specialist
General Supervisor: Program Manager
Location: Casablanca, Morocco

Position Summary:

The Program Assistant will provide basic administrative support to other program staff. Key tasks include data entry as well as follow-up with training program beneficiaries in order to secure personal documents associated with their eligibility for the program. This job will require careful attention to detail, efficient and accurate data entry, and professional communication with the team and beneficiaries.

Responsibilities:

- Create a database of candidate profiles, including CVs, in collaboration with members of the team.
- Verify candidate eligibility through a defined process
- Collect the necessary administrative documents from the beneficiaries prior to start of the training and upload this information into a database. Documents may include CIN, CV, most recent diploma, signed attestations sur l'honneur for nongraduate beneficiaries, ANAPEC registration attestation, and others. File all hard copy documents
- Follow up with trainers regarding training modules and curricula which also must be uploaded on the client platform, along with attendance information and certificates of achievement.

Qualifications

- Completed or working toward a college degree (junior level and up), preferably in a related field
- Multi tasks oriented
- Previous internship or related experience
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Posses excellent written and oral communication and interpersonal skills
- Genuine enthusiasm for creating compelling marketing materials to support Amideast programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the organization's mission

Note:

This job description is not intended to be exhaustive, and the employee will perform other reasonable professional duties in accordance with the tasks assigned by his/her immediate supervisor and other managers, as required. AMIDEAST reserves the right to modify duties and responsibilities as required. This job description does not constitute a written or implied contract of employment.

TO APPLY: If you are interested in applying for this position, please submit your resume and a cover letter to hmr Morocco@amideast.org