

Job title	<i>Caritas House Assistant</i>
Location	<i>Nicosia</i>
Reports To	<i>Operations Officer</i>

Organization Description

Caritas Cyprus is a non-governmental, charitable organization dedicated to helping those in need. It is part of the global Caritas Internationalis confederation that works in over 200 countries and territories to build a better world especially for the poor and oppressed. It relies on private donations to provide humanitarian, administrative and other support to vulnerable people in Cyprus, including migrants, asylum seekers and refugees.

Job Description

CCy is currently seeking a **Caritas House Assistant** to work with vulnerable groups including migrants on a pilot 4-month project basis. If successful, the project may be extended. The Caritas House Assistant will be based primarily out of the Caritas House in Ayios Dometios. S/he will welcome guests; support other Caritas staff during activities and assist with set up and clean up; and accept, organize, and distribute upcycled goods donated to Caritas.

Duties and Responsibilities

Assist during Activities

- Assist with set up and clean up
- Welcome participants and make them feel at home
- Explain Caritas House rules and ensure they are followed
- Maintain participant lists

Humanitarian Assistance

- Accept and sort donations
- Package and distribute donations
- Keep records of donations distributed

Qualifications

Required

- A minimum of two-years of work experience, preferably in a not-for-profit setting
- Strong oral English and French; Greek and Arabic skills a plus
- Flexibility and adaptability
- Applicants must be able to demonstrate that they are legally eligible to work and are fully vaccinated
- Recognized Refugees / Subsidiary Protection Holders are encouraged to apply

Working Conditions

This is a full-time position, 40 hours a week. It may occasionally require weekend and evening commitments.

Salary

885 Euros / month

Direct reports

The Caritas House Assistant will report to the Operations Officer and work closely with the Case Worker based in the Caritas House.

To apply:

Send an expression of interest and CV to admin@caritascyprus.org

Applicants will receive an email confirming receipt of their application. Only those selected for an interview will be contacted again.

Deadline: October 16, 2022