**Vacancy Announcement**

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| **Position title** | **Livelihood Coach** |
| **Vacancy No.** | YAO-Ebl-20-06 |
| **Employment Type** | Full-time |
| **Duration** | 6 Months |
| **Duty station** | Erbil |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 05/09/2020 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate Livelihood Coaches who will work under the direct supervision of Project Coordinator, to support beneficiaries served in YAO’s livelihoods project in Erbil. The Coach’s strong interpersonal and facilitation skills, along with some knowledge of business development, will ensure that YAO delivers a high-quality livelihoods programme. Coaches will be responsible for supporting community outreach efforts and building strong relationships with assigned groups of beneficiaries, attending beneficiary activities with assigned group (workshop, trainings, job fairs etc.) and support event implementation as needed, under direction of Project Coordinator. Use strong facilitation skills to lead support group meetings, creating an enabling environment for the exchange of experiences, ideas, and skills, as well as the strengthening of social ties between beneficiaries. |

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| **Main Duties and**  **Responsibilities:** | * Conduct outreaches and door to doors to collect youth participants through a mechanism designed by the team and program coordinator. * Have a strong connection with his/her community in order to collect Beneficiaries and engage them with the program activities. * Participate in Trainings related to Livelihood activities. * Facilitate trainings for youth participants (throughout the program period) as requested. * Conduct daily follow up with the program team and beneficiaries and develop strong connection between them. * Regularly follow up with (vocational trainings, internship participants, small business grantees) through both of side visits and phone calls. * Support healthy and safe access of youth to center’s- arrange shuttle hours and shuttle volunteers to accompany youth * Provide practical feedback and advice on curriculum development and facilitation skills * Provide feedback on cultural acceptance of activities. * Collect project data and ensure feedback loop with beneficiaries. Also, serve as key source of information in any management inquiries about a specific beneficiary in assigned group. * Be adaptable and flexible to take new tasks and new assignments as requested. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant University Degree and/or equivalent qualification.   **Experience:**   * Minimum 2-year experience in working with NGOs/UN agencies. * Knowledge and demonstrated experience as a trainer/volunteer with youth * Outstanding motivational skills and ability to enthuse teams and youth alike * Ability to build networks and create connections * Ability to do side visits to (markets, companies, camps, other related parties). * Commitment to help persons of concern and willingness to cooperate with counterparts. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. * Ability to build networks and create connections   **Knowledge:**   * Excellent communication and facilitation skills. * Self-reliant and able to work independently. * Literacy in Microsoft Office Programs. * Excellent diplomatic skills * Personal integrity and credibility * Strong interpersonal and intercultural skills. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Ebl-20-06**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted.
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.
* Due to the urgency of the position, applications will be screened on a rolling basis. Therefore, YAO reserves the right to recruit a candidate who matches the required qualifications before the mentioned deadline.