

Project Coordinator (Your Device Your Right)

Your Device Your Right is a project that is aiming to reduce the digital divide amongst children and young people.

This position requires a motivated person with a strong initiative and a drive to coordinate different aspects of the project. He/She is expected to have a strong social-conscience for disadvantaged persons and a flexible attitude.

The Project Coordinator is required on a part-time basis.

He/She is required to have an A-level standard of education (2 A-levels) and an ECDL qualification. This position requires a person that is comfortable in the use excel and databases. The selected applicant needs to be fluent in spoken and written Maltese and English and possess excellent communication skills.

The role and duties of the Project Coordinator on Your Device Your Right project will include:

- Liaising with different project partners
- Data inputting
- Receiving referrals of beneficiaries
- Organising donated devices and monitoring process from receipt of donated device to the provision of device to vulnerable person.
- Communicating with beneficiaries
- Minute-taking of meetings
- Reaching out to potentials donors

Interested applicants are invited to forward their application including a covering letter, CV, reference letter & police conduct certificate via email to info@maltatrustfoundation.org by not later than the 10th November at noon.