Project Coordinator – Family Strengthening Program

Who we are

SOS Children's Villages Jordan is a national non-profit organization established in 1983 to provide alternative care for children and youth who lack parental care or are at risk of losing it.

What distinguishes our care model is providing integrated care for children and youth, by covering all their needs including care, accommodation, education and skills, protection and social inclusion, food security, physical health, livelihood, and social and emotional wellbeing. The Association is guided by the UN Guidelines for the Alternative Care for Children and the Convention on the Rights of the Child issued by the United Nations. The Association also aligns its efforts with the principles of the 2030 Agenda for Sustainable Development, where the goals of the United Nations for sustainable development come within the focus of the Association's work and strategy.

The Family Strengthening Program aims to support vulnerable families and prevent child-family separation by empowering parents and caregivers to provide a safe, stable, and nurturing environment for their children. The Program works to strengthen family resilience and improve access to education, psychosocial support, livelihood opportunities, and essential community services.

Why we need you?

We are seeking a Project Coordinator for the Family Strengthening Program to coordinate and assist in planning, implementing, monitoring, and improving program interventions that support vulnerable children and families. The Project Coordinator will oversee case management processes, ensure quality service delivery, and contribute to building strong partnerships with community stakeholders, NGOs, and local authorities.

This role contributes to strengthening families' capacities, protecting children, connecting families to needed services, and ensuring Program implementation in line with organizational standards and Child Safeguarding principles.

What we provide?

Professional Growth: Capacity-building, training, and learning opportunities.

Collaborative Environment: Work within a committed multidisciplinary team.

Benefits: Fair and competitive compensation package, insurance, and allowances according to policy**.**

Resources & Tools: Technical support, systems, and professional guidance.

Job Requirements

Are you passionate about supporting children and families while working in a professional and mission-driven environment?

Then check out the qualifications, experience, and skills we're looking for:

Education:

- Bachelor's degree in business administration, Management, or a related field

Experience:

- 2–3 years of experience in projects coordination.
- Proven experience in case management.
- Experience in Monitoring & Evaluations systems is a plus.

Skills:

- Strong knowledge of child rights, child protection, and social welfare systems.
- Excellent communication and report-writing skills in Arabic and English.
- Strong planning, coordination, and organizational skills.
- Ability to work under pressure and manage multiple priorities.
- Good computer skills, especially MS Office applications.
- Commitment to child safeguarding and family strengthening values.

Key Responsibilities

1. Support the design, implementation, and continuous improvement of the Family Strengthening Program in line with organizational and international standards
2. Coordinate case management processes, including multidisciplinary collaboration and caseload monitoring.
3. Strengthen Monitoring & Evaluation (M&E) systems and ensure data-driven decision-making.
4. Contribute to budget planning and financial oversight to ensure efficient resource utilization.
5. Build and maintain strategic partnerships with NGOs, CBOs, and local stakeholders.
6. Lead capacity-building initiatives for partners and community groups.
7. Document best practices, lessons learned, and program outcomes.
8. Represent the program in coordination platforms and advocacy efforts.

Competencies

Leadership competency

Support vulnerable families through effective case management, quality service coordination, and strong safeguarding practices while contributing to sustainable family and child wellbeing.

Core competency

1. **Kindness:** Treat families, children, and colleagues with dignity and respect.
2. **Continuous Learning:** Continuously strengthen professional social work knowledge and skills.
3. **Inclusiveness:** Respect diversity and promote equal access to services.
4. **Initiative:** Proactively solve challenges and improve support systems.
5. **Results Orientation:** Ensure quality case follow-up, timely reporting, and measurable family progress.

How to Apply

Excited to take on a new Challenge...

Then send us your CV to hr.sos@sos-jordan.org

Only shortlisted candidates will be contacted.

SOS Children's Villages Jordan holds strict child safeguarding principles and maintains a zero-tolerance policy towards sexual harassment, exploitation, and abuse in any context, including the workplace and areas where the organization delivers its services.

Recruitment, selection, and hiring decisions emphasize technical competence as well as alignment with organizational values. Comprehensive background checks, including police clearance and reference verifications, will be conducted for selected candidate.

SOS Children's Villages Jordan is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status.