



John S. Latsis  
Public Benefit Foundation

**Position Title:** Programmes & Grants Officer

**Job type:** Full-time Employment

**Estimated Start Date:** Spring/Summer 2020

**Location:** JSL PBF Athens Office | Pallas Athena Building, 4 Xenias Str., Kifissia

### **Key Responsibilities**

The Programme Officer's duties and responsibilities will include, but not be limited to, the following:

- Identifying and carrying out research on potential projects/programmes and partnerships that best suit the objectives of the Foundation.
- Carrying out evaluation of grant applications with a view to making recommendations to the Foundation's appraisal committee.
- Monitoring the progress and evaluating the social impact of the Foundation's active programmes and grants.
- Managing ongoing partnerships with the Foundation's grantees to help enhance the effectiveness and viability of their work.
- Handling administrative tasks related to the position.
- Conducting field visits, participating in meetings and public events as the Foundation's representative and preparing written and oral presentations and reports as part of the aforementioned responsibilities.
- Any other duties as reasonably required.

### **Qualifications & Skills:**

- Bachelor's and Master's degrees (one degree, preferably from University outside of Greece).
- Previous experience in project management.
- Preferable experience in the non-profit sector and knowledge of the civil society.
- Demonstrable passion and drive for the third sector.
- Excellent written and verbal communication ability in both Greek & English.
- Proficiency in MS Office (Word, Outlook, Excel and PowerPoint) and experience using workflow and CRM programmes.
- Knowledge of Graphics Package Software such as InDesign and Photoshop.
- Familiarity with budgeting.
- Strong analytical and organisational skills.
- Ability to multi-task, prioritise effectively and meet deadlines.
- Motivation and self-confidence, with the ability to take initiative when needed and work both independently and as a team player.
- Flexible approach and willingness to accommodate changing circumstances.
- Positive "can-do" attitude and strong interpersonal skills.