

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-909-2022
Company Name	Shareq NGO
Industry	
Vacancy	Social worker/ Outreach officer
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full-time Monday to Friday (8.30 AM - 5.30 PM) Part-time Monday to Friday (8:30 AM – 3:00 PM)
Major(s)	Social work or previous experience in NGO or outreach.
Degree	Bachelor's Degree
Years of Experience	2 years
Location	Aintoura, Keserwan
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh \$+ Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Interview job seekers having physical, or sensory disabilities or people with financial challenges.</li> <li>• Initiate formal contact and collaborations with NGOs.</li> <li>• Document internal and external reports.</li> <li>• Coordinate with other departments in order to ensure target outcomes.</li> <li>• Coordinate cross-function teams to resolve customer issues</li> <li>• Proficiency in MS Office.</li> </ul>