



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time ASSISTANT for the COMMUNITY INVOLVEMENT PROGRAM (CIP)

Candidates should have:

- University degree in related area
- Minimum 3 years of professional and/or volunteer experience preferably in education or NGOs
- Have excellent written and verbal communication skills in English and Turkish
- Willingness and ability to work flexible hours, including occasional evenings, weekends, and during school breaks)
- Sensitive to issues of diversity
- Strong interpersonal, conflict management, and communication skills and the ability to work collaboratively as part of the team and with a diverse community
- Strong organizational, planning and creative problem solving skills

The position mainly involves;

- Project management with other team members including but not limited to:
 - correspondance with MEB, schools, NGOs, and other partner organizations,
 - preparing project action plans with students
 - reporting,
 - budgeting and fundraising,
 - evaluation and assessment of the projects, students and the CIP program.
- Keeping social media and website up to date
- Planning and facilitating trainings for students and project advisors
- Planning and supporting CIP events and special projects
- Supporting the workflow systems of the office

Interested applicants who meet the qualifications may complete the online **application form for non-academic positions** and send it to rchr@robcol.k12.tr by June 20, 2025 including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***