

PROJECT COORDINATOR



Job Title: Project Coordinator

Starting Date: December 2026

Location: Samos, Greece

Minimum Period: 6 months

Position Type: Part-Time (32h/week)

Salary: 1.257 €/month gross
with 12 salaries/year
and two bonuses

Project Description

I Have Rights provides legal information to asylum seekers on the island of Samos, prepares applicants for their asylum interviews, holds legal information workshops, appeals procedures for rejected applicants and accompanies applicants to interviews. As a political organisation, I Have Rights speaks out about the situation on Samos and in Greece and actively advocates for policy and practice reforms that are responsible for human rights violations in both Samos and Europe.

The organisation on Samos consists of a project coordinator, a Greek lawyer, a senior case worker, one to two volunteer case workers and one volunteer responsible for communications and advocacy.

The remote team consists of the fundraising and strategic litigation coordinator, the finance support, the board, interpreters and various volunteers involved in the Task Forces. The organisation aims towards flat hierarchies; the structures are evolving, and we would like to welcome you to play an active role in shaping the project.

I Have Rights is committed to safeguarding the well-being of everyone we work with. Team members are expected to uphold our policies, including our Code of Conduct, and adhere to the 'do no harm' principle in all their actions. You can find our policies [here](#).

Detailed information on the project can be found at: www.ihaverights.eu.

Role & Responsibilities

As Project Coordinator, you will play a central role in ensuring the continuity and cohesion of IHR's work on Samos and in Greece in general. You will maintain a strategic overview of all ongoing activities, foster close collaboration between staff, volunteers, and partner organisations, and serve as one of the key contact points for Greek authorities. We are looking for someone who brings initiative, critical thinking, and a strong sense of responsibility—while embracing flat hierarchies, collective ownership, and a collaborative approach to decision-making grounded in shared values. You will help steer the project forward by connecting the dots across legal work, advocacy, and funding.

You will supervise a rotating team of one to three case workers on Samos (who typically stay for six months) as well as remote interpreters, working closely with the supervising Greek lawyer. In collaboration with other team members, you will take part in recruiting and assessing candidates to ensure a good team fit. In the area of advocacy, you will oversee the work of the communications and advocacy officer on Samos and coordinate advocacy activities.

You will also be supporting the organisation's funding efforts.

Your tasks will include:

Team Coordination:

- Coordinating the work of in-person case workers and remote interpreters in close collaboration with the senior case worker and the supervising lawyer
- Participating in the recruitment and onboarding of new staff, volunteers, and interpreters
- Maintaining regular feedback structures with team members and clients
- Overseeing the day-to-day organisation of the office and volunteer accommodations
- Ensuring smooth coordination of case work and administrative tasks
- Implementing safeguarding policies and responding appropriately to concerns

Advocacy Coordination:

- Connecting the legal work on Samos with the advocacy and strategic litigation task force
- Supporting the planning and delivery of advocacy projects and materials
- Acting as the focal point for the Border Violence Monitoring Network
- Representing IHR in relevant workshops, trainings, and conferences

Funding Support:

- Supporting funding efforts in collaboration with the Funding Task Force
- Drafting funding applications and project budgets
- Maintaining an overview of all funders, deadlines, and deliverables
- Ensuring timely and transparent reporting to funders
- Identifying and evaluating new funding opportunities

Overall Project Coordination:

- Maintaining a strategic overview of all ongoing activities and ensuring alignment with IHR's mission and values
- Supporting the implementation of internal policies and safeguarding a collaborative, inclusive team culture
- Fostering strong relationships with partner NGOs and actors on Samos, Athens and beyond
- Carrying out administrative tasks such as preparing internal meetings, monitoring timelines, and renewing contracts

Qualification & Education Requirements

- Experience in grant writing, preferably within the Greek NGO sector
- Experience in team coordination or project management
- Strong organisational skills, with the ability to keep an overview, coordinate workflows, and delegate tasks effectively
- Basic understanding of the asylum procedure and its legal and practical implications
- High proficiency in English (written and spoken)

- High resilience, adaptability, and ability to work in a dynamic environment
- Ability to work independently and take initiative within a collaborative team structure
- Proficiency in MS Office programs and Google Workspace
- Eligibility to reside and work in Greece, as the position is based on Samos

Preferred Skills

- Familiarity with the Greek non-profit or legal aid sector
- Experience in advocacy, campaigning, or public-facing communication
- Proficiency in Greek and/or German
- Experience with safeguarding frameworks
- Experience working in flat hierarchy structures

Benefits

- Work in a committed and international team at the intersection of legal aid, advocacy, and strategic litigation
- Contribute to an organisation shaping practice in an evolving field of European human rights law
- Opportunities for learning and exchange through collaborations with legal and advocacy networks across Europe
- We might ask you to travel to Berlin occasionally. Travel expenses and accommodation will be paid.

Closing Date for Applications: 16.10.2026

To apply, please send your CV and a motivation letter (both in PDF format) to: info@ihaverights.eu

Applications must be submitted in English.

In line with our commitment to fair and inclusive hiring, we ask applicants not to include a photo or personal information such as age, marital status, nationality, or other data not relevant to the position, as these will not be considered in the selection process.

Please note that only candidates who explicitly confirm in their application email that they are eligible to reside and work in Greece will be considered.