

**Job Title: Operations / Communication Coordinator**

**Employment Status: Full time**

**Contract Type: Permanent**

**Location: Mauritius**

**Start date: ASAP**

### **Minimum skills & experience selection requirements of suitable candidates**

- Bachelors in Sociology / Tourism & Hospitality / HR / Humanitarian Studies / Sustainability
- Proficient in Microsoft Office
- Interest in NGOs, associations, or foundations

### **Attributes**

- Passionate about social impact and community development.
- Proactive and able to take initiative.
- Strong interpersonal skills and ability to work collaboratively in a team.
- Adaptable and open to learning new skills.
- Detail-oriented with a focus on quality and accuracy
- Presentation skills
- Communications skills
- Analytical skills

### **Languages**

- English
- French

This is an exciting opportunity for recent graduates with a background in social work or a related field, who want to make a positive impact on the lives of individuals and communities and gain valuable experience.

We look forward to reviewing your application and the opportunity to work together if you are a passionate individual with a strong sense of social responsibility and a desire to make a meaningful impact.