

Sanad for Alternative Parental Care Logistics & Admin Coordinator (Intern)

ABOUT SANAD	Sanad for Alternative Parental Care is a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008. Our Vision: A world where orphans shape their future. Our Mission: Strengthening the alternative parental care system through standardization, research, certified training, and advocacy, so that every orphan to realize his uniqueness and potentiality. Since its foundation, Sanad has been introducing innovative solutions based on a transformation approach to reform orphanage care in Egypt and ensure a better future for children and youth raised in care homes. Yet, in 2016, Sanad extended its efforts to include another form of alternative care which is foster/alternative families (Kafala) by joining the Higher Committee of Alternative Families at MoSS. Sanad created a breakthrough in the field of orphans care by developing Quality Standards for Alternative Care within care homes for children and youth without parental care and advocating for mandating these standards nationwide which was accredited and mandated by the Ministry of Social Solidarity in June 2014. Sanad's projects and programs are driven from its long-term strategic objectives (2024-2030): 1. Providing technical support to enable the transformation of care-homes' system from institutional care to semi-family care. 2. Qualifying foster families to be capable of raising children deprived of parental care. 3. Preparing qualified cadres to work within the alternative care system. Developing mechanisms of sustainability and ensuring the quality of the alternative care provided in all its forms. 3. Gaining the support of the private sector and the civil society to advocate for equal opportunities for all care leavers. 4. Raising the institutional and the technical efficiency of civil society organizations and the private sector to empower care leavers socially and economically. Sanad was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was selected as the best project under the Humanitarian Category in the Arab Region by MBC Hope in 2014, was recognized by Prince Mohamed Bin Fahd Prize for Best Charity Performance in 2017 in the Arab World and received Misr El Kheir Foundation "Social Pioneers Prize" in 2020 for its effort in implementing the fourth goal in the SDGs "Quality Education."
WORKING CONDITIONS	• Full Time (5 days) • 8 working hours/day • Travel to different governorates required

	Duration (3 months)
REPORTS TO	Senior Specialist L&D Operations
DUTIES & RESPONSIBILITIES	Training & Event Support - Assist in preparing training materials, attendance sheets, name tags, and evaluation forms. - Support in setting up venues (seating, equipment, refreshments). - Help with participant registration and documentation during events. - Shadow trainers and L&D staff to learn about workshop flow and logistics. Administrative Assistance - Provide basic clerical support (scanning, filing, photocopying). - Maintain simple trackers for L&D events and participants. - Assist in updating digital files and checklists. - Draft basic communications (emails, WhatsApp messages, invites). Documentation & Reporting - Collect participant feedback forms and compile results. - Support in documenting lessons learned and storing them in the shared drive. - Provide simple summaries of logistical activities for internal reporting.
JOB REQUIREMENTS	- University student or fresh graduate (Business Administration, Social Sciences, Education, or related field). - Strong organizational and communication skills. - Basic computer literacy (Word, Excel, Google Workspace). - Interest in learning about training, youth development, and nonprofit work. - Good command of Arabic (required) and English (preferred).
CORE COMPETENCIES	- Organization & Reliability - Communication & Teamwork - Adaptability & Problem-Solving - Commitment to Values
TO APPLY	Application Form

Note: We'll be in touch with those who make it to the shortlist for interviews. Appreciate your interest!