

Position Title: Site Support Staff

Organization: Charity Fund “Voice of Generations”

Duty Station: One part-time position in each of the following cities: Odesa, Mykolaiv, Kherson

Reports to: Admin and Procurement Manager

Contract Duration: 6 months (part-time)

Position Summary:

The Site Support Staff will be responsible for maintaining a clean, hygienic, and welcoming environment in the project offices in Odesa, Mykolaiv, and Kherson. They will ensure daily cleaning of office spaces, restrooms, kitchen areas, and support with preparing tea, coffee, and refreshments for staff, beneficiaries and stakeholders. This role is vital in supporting smooth and professional office daily functioning operations and ensuring compliance with hygiene standards, especially in the context of working with vulnerable populations.

Key Responsibilities:

- Support daily operational needs of the field PSS, office and community centers, ensuring order, functionality, and readiness of spaces.
- Assist with the setup, organization, and maintenance of furniture, equipment, and supplies for meetings, activities, and distributions.
- Ensure cleanliness and basic hygiene of working areas, restrooms, and common spaces in coordination with the team.
- Monitor the availability of essential supplies (cleaning materials, water, hygiene items, etc.) and report needs to the Admin & Logistics Officer.
- Support basic safety measures by ensuring unobstructed emergency exits, proper storage of materials, and general orderliness of facilities.
- Assist in welcoming beneficiaries, visitors and maintaining a tidy and professional environment in reception and meeting areas.
- Provide logistical support during field events and distributions (e.g., carrying materials, setting up spaces, assisting with crowd flow).
- Report any maintenance or repair needs promptly to the responsible team members.

- Perform other relevant duties as assigned by the supervisor, particularly related to logistics, safety, and site organization.

Qualifications and Experience:

- Experience in field support or general operational assistance is an asset.
- Basic understanding of hygiene and sanitation practices.
- Friendly, respectful, and professional attitude.
- Ability to maintain confidentiality and work in a humanitarian environment with vulnerable populations.
- Physical stamina and ability to carry out manual cleaning tasks.
- Ukrainian language proficiency required.