



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2025-2026

Co-Curricular Activities Coordinator

Activities & Athletics Department

(FULL-TIME POSITION)

JOB SUMMARY:

Working closely with the Activities & Athletic Director, the ES CCA Coordinator is responsible for organizing and implementing a variety of co-curricular activities for the Elementary School. The coordinator identifies, recruits, and supports after-school program instructors, ensuring the quality and success of the activities offered. Additionally, the Coordinator assists in the planning, organization, and execution of school-wide events and celebrations, enhancing the overall student experience in the Elementary School.

QUALIFICATIONS

All employees at CAC are expected to relate positively to and communicate effectively with students. All employees are expected to organize work efficiently and manage time effectively.

- Bachelor's degree.
- Fluent in English and Arabic.
- Advanced computer skills.

DESIRED SKILLS

- Experience working with young children.
- Organization Skills
- Communication Skills

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)

<https://www.cacegypt.org/index.php/support-staff-employment-application>

Posted on April 27, 2025