

Jana Bou Matar

CONTACT

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PROFESSIONAL EXPERIENCE

Zoukak Association | 01/2024 – Present

Programs Officer

- Developed project proposals and strategies, including defining KPIs and designing activities in collaboration with the Executive Manager and Artistic Directors' team.
- Designed and implemented Monitoring and Evaluation (M&E) plans, overseeing data collection, analysis, and reporting.
- Prepared all narrative reports, annual activity reports, and program portfolios.
- Ensured the successful implementation of Zoukak's programs (training, mentorship, residencies, etc.), including program elements such as dates, calls, and applications. Coordinated program launches, disseminated calls and application forms, handled inquiries, and provided support to applicants.

Zeppelin University & Saint Joseph University | 07/2023 – 12/2023

Coordinator of DAAD-funded project "Tawasol – Cultural Production and Policy Network"

- Oversaw operations, coordination, and logistics for a 7-day workshop at Saint Joseph University of Beirut with 40+ fellows, professors, external lecturers, and guests.
- Attended a kick-off workshop in Friedrichshafen, Germany, contributing to the project's next steps.
- Facilitated meetings with local students and fellows in Lebanon, fostering community and knowledge exchange.

Khota Ashabab Organization | 09/2018 – 05/2022

Projects Coordinator/ Manager

- The Ideal Street – Aley (2-year project): Designed and wrote the proposal, developed action plans, managed a team of 3 employees and 10 core volunteers, and led community feedback assessments. Created the "Ideal Street Negotiation Game Tool," an online platform teaching conflict transformation, communication, and negotiation skills.
- The Art of Peace Event (29 September 2019): Managed an event with 200+ participants, assigned tasks to employees and volunteers, and organized panels, games, and exhibitions addressing community tension, peacebuilding, and active citizenship.
- Beehive – Aley (1-year project): Designed and managed a youth hub for community engagement.
- Capacity Building Project (2019): Led internal organizational development focusing on strategy, structure, and volunteer management.
- Hayda Lubnan Network Focal Point: Partnered with 4 NGOs (Nahnoo, FDCD, Rashaya, and Beyond and Utopia) to lead initiatives and projects.

ZRE – Beirut Digital District | 05/2018 – 10/2018

Junior Consultant

- Conducted a benchmark study of international startup academy initiatives and analyzed the Lebanese market to identify skillset offerings.
- Developed strategies for the Academy's growth, created a communication strategy, and prepared a fundraising deck.

EDUCATION

Saint Joseph University | October 2022 – Present

Masters in Theater Studies

Lebanese University | 2018–2021

Bachelor in Theatre Studies

American University of Beirut | 2014 –2018

Bachelor in Electrical and Computer Engineering

SKILLS

COMPUTER SKILLS: Adobe Premiere, Adobe Audition, Microsoft Word, Excel, Power Point

LANGUAGES: Fluent in English, Arabic, and French

SOFT SKILLS: Leadership, Communication, Team-Building, Organizational, Management, Public Speaking.