



JOB ANNOUNCEMENT

Community Development Officer

GENERAL RESPONSIBILITY:

Oversee the Educational Assistance program and provides support to the implementation of the major projects of the Community Assistance Program.

CHARACTERISTICS of the JOB:

- Facilitate preparatory activities for the signing of Memorandum of Agreement with the recipients of the Educational Assistance Program and with other stakeholders.
- In coordination with the School Authorities, monitor compliance of Scholars and Parents to the stipulations of the Scholarship Agreement including but not limited to the regular class attendance, Stakeholders meetings, Clean-ups, tutorials and specific activities to address the development and well-being of the recipients and their community.
- Accomplish submission, encoding and consolidation of grades results before cut-off for the Educational assistance Payroll. Monitor and consolidate report of Community Development Workers regarding beneficiary updates, case studies and other services.
- Establish coordination and networking with other key stakeholders such as School authorities, Local Officials to augment in the provision of supply side requirements and Support services for Educational Assistance Beneficiaries of the program.
- Develop and Maintain database of the Educational Assistance Program.
- Implement Environmental Awareness for Children and Youth (EACY) activities among beneficiaries of educational assistance program and provides assistance in Local Advocacy on Children's Protection.
- Prepares regular updates and reports as required by the Coordinator, M&EO, Executive Director and the Funder.
- Perform other tasks that may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's Degree in Social Work or allied Social Science Graduate

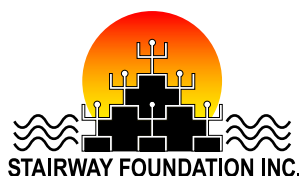
- 1 year experience
- 4 hours of relevant training
- Computer literate

APPLICATION:

You may send your letter of intent and resume through:

admin@stairwayfoundation.org and address the letter to:

Mr. Lars C. Jorgensen, Executive Director



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
contact: +63 917 8031922, admin@stairwayfoundation.org