

JOB ANNOUNCEMENT

TONDO YOUTH FOR CHANGE PROGRAM COORDINATOR

GENERAL RESPONSIBILITY:

Responsible for the over-all planning, implementation, coordination, management, monitoring, and reporting of the Tondo Youth for Change program activities.

CHARACTERISTICS of the JOB:

- Works closely and strongly with the partner youths, the community and the TYFC management team;
- Coordinates and/or facilitates TYFC Program activities with the partner youths, management team and other organizations;
- Develop and consolidate partnerships with other relevant groups and organizations;
- Consolidates program data, prepares and submit reports and other documentation to the management team;
- Actively participates in the continuous development of the TYFC Program; and
- Fulfills any other duties deemed necessary including representation of Stairway in inter-agency meetings/conference.

QUALIFICATION REQUIREMENTS:

- Preferably with a relevant degree in social sciences, development studies, communications, community development, or related studies
- Has at least 2-3 years of experience in an NGO setting and has relevant experience in community organizing, network development, planning processes, program management, monitoring and evaluation.

COMPETENCIES:

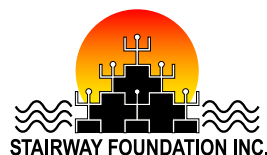
- Cause-driven, passionate, creative
- Has excellent communication, people and organization skills
- Self-motivated, responsible, honest, trustworthy, a team-player
- Ability to work independently and deliver outputs with minimum supervision
- Database (non-MS excel) creation and /or management an advantage

WORK STATION LOCATION:

Tondo, Manila, Philippines

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
Deadline for sending the application is on : June 21, 2018.



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

