

# Community Development Officer

## GENERAL RESPONSIBILITY:

The Community Development Officer (CDO) is responsible for the overall planning, implementation, and monitoring of integrated initiatives across Indigenous People (IP) community programs. This role focuses on identifying learning needs, ensuring food security, improving community health and implementing livelihood interventions.

## SPECIFIC TASKS AND RESPONSIBILITIES:

### EDUCATION AND HEALTH

- Facilitate games and sports activities in the community.
- Conduct capacity building to teachers and community volunteers on creative learning activities.
- Assist in monitoring local health service delivery, ensuring access for IP families while respecting traditional health practices where applicable.
- Conduct health awareness in the community in coordination with the Rural Health Unit (RHU) and the government's anti-poverty office.
- Ensure that concepts of gender equality, social inclusion, and child participation are integrated into all community activities.

### FOOD SECURITY AND LIVELIHOOD

- Assist in identifying and developing sustainable livelihood strategies that align with the community's specific environment.
- Facilitate community workshops to develop action plans and lead collaborative sessions to identify viable livelihood activities;
- Provides support in designing and implementing livelihood projects rooted in food security and environmental sustainability models
- Identify and collaborate with inclusive business partners and stakeholder to support local IP initiatives.

### OTHERS

- Maintain relevant data of beneficiaries
- Submit weekly plans of action and monthly accomplishment reports, as well as detailed mid-year and year-end reports.
- Assist the CAP Coordinator and Executive Director in drafting project proposals and processing documentation for program implementation.
- Support in Environmental Awareness for Children and Youth (EACY) activities and assist in local advocacy for child protection.
- Maintain clear communication lines with partners and stakeholders at the field level to maximize collaboration.
- Observes all organizational policies and procedures and abide by our Child Protection Policy at all times.



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera  
contact: +63 917 8431922, [admin@stairwayfoundation.org](mailto:admin@stairwayfoundation.org)