



Community Support Program Manager

Founded in 2005, Journeys Within Our Community (JWOC) is a non-profit organization based in Siem Reap, Cambodia. JWOC's mission is to increase educational opportunities throughout the communities we support.

JWOC is currently seeking a Community Support Program Manager to oversee our livelihood training projects (Hygiene, Financial Literacy, Positive Parenting, and Maternal health) conducted in rural villages and liaison activities throughout the community.

Location: Siem Reap, Cambodia

Start date: August/September

Schedule: Full time (the Community Support Program Manager is required to work weekends, and 3 more days during the week, 5 days in total).

Salary: \$300 – \$380 depending on experience.

Primary duties and responsibilities

- Oversee the effective and successful planning of the JWOC Community Support Program. Namely, to improve the livelihood opportunities of the local community through providing access to mobile education, liaison and referral activities.
- Implement needs assessment, project design, promotion of JWOC services, and provision of local information as well as effective M&E of the program.
- Maintain accurate and detailed activity records for the project.
- Ensure Community Support Program's Scholarship student team are trained in all areas of project implementation.
- Provide regular and structured financial and activity updates to the JWOC Executive Director.
- To ensure the Community Support Program is sustainable with regard to the skills, knowledge and materials it transfers.

Requirements

- Bachelor's degree in a relevant subject, such as Education
- Excellent English speaking and writing skills
- Strong ability to communicate with key stakeholders and network
- Experience with project management
- Proven track record of leadership skills
- Demonstrated analytical skills
- Excellent organizational skills and ability to meet deadlines
- NGO experience preferable

Please send a three-page maximum CV and a one-page cover letter to Mr. Kneath Heard, Executive Director, at info@jwoc.info. All application documents must be in English.

Deadline for applications: 20th August, 2017. Only shortlisted candidates will be notified for interview.

Website: www.journeyswithinourcommunity.org