

POSITION: Projects Coordination Support - 6 months to 12 months			
Starting from:	Mid-August 2017	Local Responsible:	Roger Martin
Country:	Myanmar	Regional Responsible (UK):	Maddy Edwards
Project Name:	Fondacio Myanmar		
Project Presentation :			
<p>Fondacio Myanmar is currently looking for a volunteer to join its team, in Yangon. Fondacio Myanmar started in 2005.</p> <p>It is one of Fondacio's vibrant communities in Asia, as 3 projects are currently deployed in this country responding to different social and economic needs.</p> <ul style="list-style-type: none"> • Youth Leadership and Development Centre: YLDC's are training centres that welcome under-privileged youth. The purpose is to provide knowledge, skills and values necessary to make them self-reliant and give them more opportunities for a better life. • Green Pastures: in a small village close to Mandalay, Fondacio set up a goat-breeding social enterprise which funds the education of the village children and provides extra income for the families doing the goat breeding. • CLUBs (Community Leader Unity Building): this project aims at organizing interfaith events in Myanmar to encourage youth from different religions to live in harmony in the country. Each month, they join in an outside action for the benefit of the most vulnerable people in society. <p>As Projects Coordination Support, you will be working closely with the Overall Projects Coordinator on a daily basis, assisting him with the management of the three projects above. It may involve travel to different parts of Myanmar where the projects are based.</p> <p>You can find Fondacio Asia's different projects on the following website: www.fondacio-asia.org.</p>			
Role Description			
<p>Fondacio Myanmar is looking for a volunteer who will assist the Overall Projects Coordinator for all its' projects in Myanmar.</p> <p>As project coordination support, the responsibilities will include assistance in:</p> <ul style="list-style-type: none"> • Proposals writing • Communication and finance reports writing • Follow-up and development of new partnerships • Monitoring of Income Generation Projects (market researches, raw materials purchase, organize trainings, oversee the production, finance analysis) • Mentor the students • Administration 			
Expected skills for this position			
Essential		Preferred	
Microsoft Office (<i>Word, Excel, PWP</i>) Ability to adapt to new environment/ culture Rigorous and organized Positive mind and dynamic Competent in written and spoken English Proactive and creative Team Player		Bachelor/ Master degree Experience of Marketing/Budgeting/Promotion	
<p>Local contribution for this volunteering: The volunteer is welcome to join the staff and students for meals, accommodation options will be discussed if required.</p>			
<p>If you are interested, please feel free to send us your cover letter as well as your resume (in English), to the following address : maddy.edwards1@gmail.com</p>			

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www.fondacio-asia.org



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