Program Coordinator Intern (one position)

We have an immediate opening for “Program Coordinator Intern” to support the development and growth of our non-profit organization that promotes volunteerism among university students and implements various volunteer projects in Bangladesh.

The Program Coordinator Intern is responsible for planning, implementing, overseeing the Youth Water Fellowship Program (YWFP) and Volunteer Development Program (Skill Shop, Leadership Program). The role of Program Coordinator Intern is critical to the success of the program.

Program Coordinator Intern is a part-time job with a period of 6 to 8 months contract.

RESPONSIBILITIES:
Job Responsibilities shall include, but are not limited to, the following

Youth Water Fellowship Program

- Act as is the primary contact for the Fellows and stakeholders.
- Coordinate the activities of the program and set priorities for managing the program.
- Prepare program launching communication materials and update online platforms.
- Manage promotional and outreach activities related to the fellowship program.
- Conduct selection process and organize interviews.
- Foster consistent interaction with the Fellows and relationship with previous Fellows
- Take an active leadership role in scheduling and facilitating meetings.
- Check/review the Fellows' work and progress on activities.
- Monitor and document program progress and expenditures/transactions.
- Response email and social media message, communicate necessary information.
- Prepare or assist in the preparation of grant requests and explore funding opportunities.

Volunteer Development Program

- Organize sessions for volunteers, conduct surveys for topic selection, manage registration and selection process, document information.
- Schedule and organize meetings/events and maintain agenda.
- Collect feedback from participants and resource persons after sessions.
- Manage communications via email, social media, etc.
- Support growth and program development.

EDUCATION and/or EXPERIENCE:

- Undergrad/Post Graduate Students, Fresh Graduate.
- Experience of extracurricular activities or volunteering is a must.
- Experience in similar position will be consider as advantage but not mandatory.

QUALIFICATIONS AND SKILLS:

- A commitment to diversity, civic engagement, and community service.
- Passion, integrity, positive attitude, collaborative, and self-directed.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong verbal and written communication skills.
- Time to devote to the Fellowship and Volunteer Development Program.
- Personable and Accessible to the Fellows.
- Proficiency with MS Office applications including Word, Excel, PowerPoint.
- Familiarity with recognized social media and online platforms.
- Small event management and organizing skills.

Job Requirements

8-10 hours per week with flexible working hours and days. Hours of work need to be flexible based on the needs of the program and may change during certain times of the year. Presence is required for the on-site events.

Location and Travel

This position will be based in Dhaka, mostly work from home. Have to attend in-person meetings if required. Required minimum travel within Dhaka.

Compensation, Benefit, and Reporting

Consolidated monthly salary BDT 6,000; will provide mobile phone bill for office purposes. Provide opportunities to enhance relevant skills through attending training and workshops.

This position will report to the Executive Director, also closely work with Research Lead and Operation Associate.

Please send your **Cover Letter** (1 page), **Resume** (max 2 page) including at least 2 references to **info@houseofvolunteers.org**

The subject line of the email shall be “Program Coordinator Intern”.
Application Deadline: 5 February 2022.

About House of Volunteers Foundation (HOV)

House of Volunteers Foundation (HOV) Bangladesh is a student-led, community-based volunteer organization. The main objective is to voluntarily work on low-cost, high-impact solutions to bring improvements in the education, health and environmental sectors.

Vision: A world where all young people hold power to learn, create opportunity and contribute positive change to society.
Mission: To help young people design low-cost, high-impact sustainable solutions by focusing on education, technology, and the environment.
Values: Respect and humility, Collaboration, Cost consciousness, Focus on impact, Learn and develop.

HOV was registered as a non-profit organization in Bangladesh in 2009 under the societies registration act. HOV works in a collaborative model and provides a volunteering platform for university students on skill-based activities beyond conventional volunteering activities. HOV encourages personal growth amongst members by providing them with an opportunity to work on solving real-world problems around them, providing a platform for networking.

HOV has 200 professional and student members in Bangladesh and abroad under its three student chapters and one country chapter. Current focus areas of the HOV's programs are water, mental health and volunteer development.

HOV strongly believes in diversity and is committed to ensuring an equal opportunity recruitment process.

- Facebook page: http://facebook.com/hovbd/
- Website: http://houseofvolunteers.org/
- LinkedIn:www.linkedin.com/company/house-of-volunteers-foundation-bangladesh