

Habitat for Humanity International in Cambodia (HFHIC)

Job Description

Name of Position HYLB Leadership Academy Assistant
Job Grade/Class
Current Holder
Based at (Location) Phnom Penh office
Reports To HYLB Leadership Academy Coordinator

Core Function The Habitat Young Leaders Build (HYLB) Leadership Academy Assistant supports the Leadership Academy Coordinator and will be responsible for the day to day management and administration of the training roll-out including database, training logistics and close coordination with trainers and training partners.

The Habitat Young Leaders Build (HYLB) Leadership Academy is a youth leadership development program that endeavors to train 1 million Asia-Pacific region youth by 2022, helping them to become citizen leaders in building sustainable communities.

Main Tasks

- A. Support administrative needs of the HYLB Leadership Academy activities in country
 - A.1. Attend meetings and prepare minutes and actions steps
 - A.2. Schedule training programs and maintain up to date training calendar
 - A.3. Support the HYLB Leadership Academy Coordinator in the roll-out of training program and activities
 - A.4. Help prepare partnership proposals and identify possible training program partners
 - A.5. Provide overall support to the department as assigned
- B. Event planning for training events
 - B.1. Lead the procurement and reproduction of training materials and tools in compliance with the national procurement policies
 - B.2. Prepare materials needed for trainings
 - B.2. Coordinate logistics of training events
 - B.3. Liaise with partners on training logistics and training details
- C. Maintaining Program Data
 - C.1. Maintain training data using tools provided by the regional team
 - C.2. Administrate the Training Database
 - C.3. Gather data for training reports and assist in the preparation of reports
 - C.4. Prepare timely reports, case studies/impact stories and other program milestones
- D. Support Country Master Trainers and Country Trainers
 - D.1. Undergo Country Master Training program and become a certified CMT
 - D.2. Help identify, recruit, train, and support the development and growth of CMTs
 - D.3. Assists trainers in planning their training program and schedule
 - D.4. Support and help administrate the leadership program community of practice calls/national learning circle

Skills/Attribute and Experience **Minimum Education required**
Bachelor's Degree required

Minimum experience required

- 1-2 years related experience in youth engagement, event management and project coordination

Skills and Knowledge required

- Event planning and coordination
- Logistics management
- Administrating databases in Excel, preparing presentations, and reports
- Intermediate Excel skills (advanced preferred)
- Passionate about developing young leaders
- Good writing and verbal communication skills
- Good administrative skills