

## 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, and must be willing to work on weekends to support youth trainings
  - 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