



## Job Description

Name of Position	Community Organizer-Volunteer
Job Grade/Class	
Current Holder	
Based at (Location)	
Reports To	Project Officer
Direct Subordinates	None
Assets under Control	To be specified

### Core Functions

The Intern is responsible for assistance to the Project Officer and Community Organizer. S/He has to ensure that the family development activity reach to home partner through training, coaching, field monitoring and check. This position will also assist CO to prepare the family development plan at field work. S/He needs to work closely with CO, PO, Construction Supervisor of, GRACE Project, Program Team and other Teams to build simple, decent and affordable house for the need of vulnerable families.

### Main Tasks

1. Assist CO to facilitate or organize home partners to fill out house agreement letter and collect land title certificate before the construction start. Assist the CO to conduct family development, coaching, consultation, and develop family business plan with home partner, compiling documents in order. H/she participate the various training including home maintenance training to home-partners.
2. Mobilize community people to participate project's activities such as community education; meeting; training; workshops; forum; events;
3. Selection beneficiary families make family profile, community building ; and build closely coordination with community people authority, local NGO partners and other relevant stakeholders in the target area
4. Filling document of home partner (family profile and other supporting document)
5. Follow up, Monitor and maintain and provide feedback for improvement to home partner at field in target districts. A list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
6. Conduct regularly field visit to home partner on progressing of family development and social service mapping. All building sites to make sure are involved with construction process is aligned with the technical aspect.
7. Participate variety training related project activities

8. Read and understood HFHC policies
9. Assist CO to use the family checklists if needed.
10. Build good relationship with community people, local authorities, home partner, and skill worker through networking day by day in the target area.
11. Prepare monthly accomplishments, implementation report monthly planning and submit to Project officer by 25<sup>th</sup> of the month.
12. Perform other duties as assigned by PO.

**Authorities and Authority Limits**

Authorized to monitoring check in all target home partner.

**Deliverables/**

**Performance Measurement Indicators**

1. HFH Cambodia is committed to providing a safe and healthy work environment on all work sites. Our goal is for ZERO accidents. Mobilizers, home-partners, and volunteers are understood the HFHC guideline
2. Build good relationship all stakeholders from planning, preparation, actual activities of project.
3. On time submission of PRF and Payment to PO.
4. Provide feedback and issues to PO on time once there is issues identified in the community related to home partner & construction.
5. Accurate and thoughtful reports are sent on time.

**Skills, Attribute and Experience**

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. At least year 2 at university majored in community development.
3. Previous work experience in community development and social work is an advantage.
4. Good Communication and Facilitation skills.
5. Ability to write and communicate in English.
6. Ability to work independently, under pressure and after hours as required.
7. Proficient in Word, Excel, Outlook and the Internet.
8. Willing to work in rural and remote area by using HFHC motor.
9. Willing to learn and update from time to time.

Supervisor (signature/name):

Date: \_\_\_\_\_

Incumbent (signature/name): .....

Date: \_\_\_\_\_