



## JOB ANNOUNCEMENT

### Intern Volunteer Program Coordinator

Habitat for Humanity Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs, water and sanitation programs, an innovative approach to housing combining market development, housing finance, support services; advocacy for secure land tenure; and pro-poor housing solutions. Habitat Cambodia takes a holistic approach with partners to help informal settlers gain access to secure terms under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families by constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 100,000 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnerships with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Svay Rieng, Preah Vihear, Kampot, Tboung Khmum, Kampong Cham and Battambang.

#### Position Summary:

The Intern Volunteer Program Coordinator is a full-time internship position, who will work together with the Volunteer and Institutional Engagement (VIE) Manager, in organizing the Global Village (GV) Build and Habitat Young Leaders Build (HYLB) event of Habitat Cambodia, in collaboration with the Program Unit, Logistics Unit, Construction Unit, Marketing and Communication, Emergency focal point, Sending Programs, and Asia Pacific Office, to ensure all activities, logistics arrangement, communication, coordination, and planning for GV trips are well prepared.

She/he will likewise support the planning and implementation of HYLB campaign and event, and closely coordinate with different focal points to achieve campaign/event targets.

#### A. Global Village (GV) Program

- Coordinate with VIE Manager, Coordinator of HFHI-APO, and sending country coordinators in planning Global Village trips.
- Coordinate the hosting of Global Village Teams and in-country teams according to the standards set by Habitat for Humanity International.
- Review itinerary and budget of in-country costs in conjunction with GV coordinator and provide these to sending coordinators and volunteer team leaders.
- Coordinate with program teams on the preparation of home partners, building site, construction tools for the volunteer teams and work closely with them in developing sound construction schedule.

- Coordinate with volunteer team leaders on the in-country budget preparation, team activities, and transfer of funds.
- Review overall logistical coordination for volunteer teams – transportation, accommodation, etc., with HFHC GV coordinators
- Host and support the volunteer teams during the build week by staying with the teams at the building site and off-site, when needed.
- Prepare report/summaries and review the work process for further improvements of the Volunteer Program

## **B. Habitat Young Leaders Build**

- Work in collaboration with key focal points in supporting the national planning and implementation of the HYLB annual campaign and long-term strategic plan by identifying targets, setting of timelines, and coordinating with stakeholders.
- Identify areas for collaboration and explore/expand opportunities for partnerships that result in growth in scale and reach.
- Support the volunteer mobilization, Event, and campaign's planning
- Support the fundraising initiative

## **Key Requirements:**

### **Education:**

- Junior and/or university degree, majoring in International Relations, Sociology or Social Work

### **Experience:**

- Good English communication skills (writing, editing and presentation skills)
- Be able to adapt with multi/cross cultural backgrounds
- Volunteer and youth engagement experience
- Creative, takes initiative and has a great love for events/campaign management
- Computer literacy and proficiency in word-processing, spreadsheet, and presentation
- Exceptional interpersonal skills, and a strong team player

### **Minimum:**

- Upholds and fully commits to Habitat for Humanity Vision, Mission Statement and Mission Principles.
- Demonstrates honesty and integrity, and commitment to a high standard of accountability.
- Has ability to establish and maintain effective working relationships with co-workers, supervisors, stakeholder, and suppliers.
- Has excellent coordination, negotiation, and customer service skills.
- Demonstrates effective verbal, presentation, and communications skills with good English speaking and writing skills.
- Has ability to work independently, under pressure, and after-hours
- Is respectful and transparent in dealing with others, showing commitment, accountability, integrity, flexibility, and responsibility for delivering outcomes.

- Has computer proficiency in Ms. Word, Excel, Spreadsheet, PowerPoint, Outlook, and the Internet

**Preferred – in addition to minimum:**

- Ability and willingness to work in a flexible schedule.
- Good in e-mail, internet, Microsoft Word, Excel, and SharePoint.

**Active Support of HFHI Values**

- Humility – We are part of something bigger than ourselves
- Courage – We do what's right, even when it is difficult or unpopular
- Accountability – We take personal responsibility for Habitat's mission

**Safeguarding:**

HFHI requires that all employees and interns take their ethical responsibilities to safeguard our intended beneficiaries, their communities, and those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children) and promotes the implementation of Habitat for Humanity's code of conduct.

**How to Apply:**

Interested candidates should apply with a completed **Application Form, updated CV, and Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail:

[job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **5 PM on December 26, 2022.**

Females and people with a disability are strongly encouraged to apply.

## About Habitat for Humanity

**Habitat for Humanity**, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to culture and workplace where all staff feels safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encouraging people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders,

sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and be held accountable for upholding our ethical behavior policies, including safeguarding and whistleblowing.