

**Habitat for Humanity International in Cambodia
 Job Description**

Title:	Intern Volunteer Program Coordinator	Department name:	VIE
Reports to Title:	Volunteer and Institution Engagement Manager (VIE Manager)	Matrix Reporting Line:	National Director
Location:	Phnom Penh	Job Grade:	N/A
Direct reports: List titles (or none)	None		

<p>Position Summary:</p> <p>The Intern Volunteer Program Coordinator is a full-time internship position which will work together with VIE Manager, in organizing the Global Village Build and HYL B event of Habitat Cambodia, in collaboration with Program Unit, Logistics Unit, Construction Unit, Marketing and Communication, Emergency focal point, Sending Programs, and Asia Pacific Office to ensure the activities and trips are well prepared in terms of logistics arrangement, communication, coordination, and planning.</p> <p>She/he will likewise support the planning and implementation of HYL B campaign and event, and closely coordinate with different focal points to achieve campaign/event targets.</p> <p>Main Tasks:</p> <p>A. Global Village Program (GV)</p> <ul style="list-style-type: none"> • Coordinate with VIE Manager and 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 about preparing 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 about information of the in-country budget, 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 to make necessary improvements to the volunteer program
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B. Habitat Young Leaders Build

- Work in collaboration with key focal points in supporting the national planning and implementation of the HYL B 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 in volunteer mobilization, and Event and campaign’s planning
- Support in fundraising initiative

Typical Training & Experience

Required Knowledge & Expertise

(Competencies and other specifics related to this role and level required)

Education:

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

Experience:

- Fully commitment with Habitat Cambodia’s value, vision, and mission
- Good English-language writing, editing and presentation skill
- 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

	<ul style="list-style-type: none"> • 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 <p>Preferred – in addition to minimum:</p> <ul style="list-style-type: none"> • Ability and willingness to work in a flexible schedule. • Good in e-mail, internet, Microsoft Word, Excel, and SharePoint.
<p>Values and Safeguarding</p>	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – <i>We are part of something bigger than ourselves</i> ○ Courage – <i>We do what’s right, even when it is difficult or unpopular</i> ○ Accountability – <i>We take personal responsibility for Habitat’s mission</i> • Safeguarding: <i>HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all 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.</i>
<p>Working Conditions and Requirements:</p> <p>Travel Expectations: International: Domestic: Percent of time spent traveling: <u>20</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries? Yes (<input type="checkbox"/>) No (<input checked="" type="checkbox"/>)</p>	
<p>Form Submitted by:</p>	<p>Date: 07-Dec-2022</p>