



Position: Service-Learning Program Coordinator (SLPC)

Location: Port-au-Prince, Haiti

Beginning: Immediately

Organizational Description: HELP's mission is to build, through need- and merit-based scholarships, a community of young professionals and leaders who actively contribute to a more just society in Haiti. HELP's highly successful program identifies top students throughout Haiti from disadvantaged backgrounds and provides them with the tools and training to fill critical gaps in Haiti's economy and society. In addition to tuition at internationally accredited universities in Haiti, books, housing, and living stipends, HELP provides advising, internship placement, career services, study abroad opportunities, and mandatory courses in English, Citizenship & Leadership (C&L), and Information Technologies (IT). Our 100% employment rate and high salaries for alumni allow graduates to break the cycle of poverty and become leaders in their communities. For more information please visit www.uhelp.net.

Background: The goal of HELP's Academic Department is to facilitate a transformative learning experience so that students have the skills, knowledge and attitude to work towards positive change. To this end, students participate in a two-year IT curriculum, a four-year English curriculum, and a four-year C&L curriculum. Modelled after the Social Change Model of Leadership, HELP's C&L program also includes an obligatory community service-learning component, organized by the Service-Learning Program Coordinator (SLPC).

Job Description

The SLPC's goal is to effectively coordinate all service-learning opportunities at HELP in order to actively and effectively contribute to a more just society in Haiti. This includes collaborating with students and community members on HELP's nine community-based projects, and with students on their independent initiatives. Monitoring, Evaluation, and Learning (MEL) practices are essential to this role.

The SLPC reports to the Leadership Program Manager and works with other Academic Department staff on all aspects of the C&L program for 150 HELP scholarship students. Primary responsibilities include field work, program planning and implementing, MEL, and reporting to Direction and to donors.

Specific tasks include:

- Field work: Collaborate with HELP students, staff and community partners to develop, implement and evaluate mutually beneficial and sustainable community service-learning projects. Occasionally, the SLPC will be responsible for organizing/leading workshops for students and service events for the HELP community. (approx. 15 hours per week. Almost all of these hours are during the weekend.)
- MEL: Develop and utilize MEL tools to measure impact of community projects and student learning. (approx. 10 hours per week).
- Program development: In collaboration with the Academic Director, revise SLP program documents, including the SLP Standards of Learning. (approx. 2 hours/week)



- Promotional material: Develop promotional material that will help display SLP work. (approx. 5 hours/ week)
- Administrative duties, including: reports, resource and team management, meetings, representing the SLP program to donors and potential/existing partners. (approx. 8 hours/ week)

Indicators of Performance:

These indicators are used to guide the performance evaluation for this position. Please note, that these indices are not exhaustive but they are meant to help the employee prioritize her/his work and for his/her supervisor to follow his/her performance:

1. Reports are well-done and submitted on time.
2. Employee has served as an active resource for students and staff interested in service-based initiatives.
3. Employee frequently contributes to publicity and promotion of service-learning programs.
4. Service-learning projects and initiatives are organized according to the annual calendar.
5. Employee demonstrates a positive and collaborative attitude and represents the institution well inside and outside of HELP.

Minimum Qualifications :

- Bachelor's degree (in a related field)
- Three years of experience in program management, campus organizing, service education, civic engagement and/or working with Community-Based Organizations required. (Experience in Haiti is strongly preferred.)
- Excellent communication skills, flexibility, ability to work under high-pressure situations, ability to multi-task
- Ability to work independently and as part of a team
- Ability to use word processing and spreadsheet programs (Excel, Word)
- Excellent oral and written communication skills. Ability to read, write, and speak English and Creole. French is an asset.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.

Please send your CV and cover letter to naaudain@uhelp.net no later than May 6th, 2019.