A VOLUNTEER POSITION WITH GCNW, GIRLS EMPOWERMENT AND EDUCATION FUND OFFICER

Girl Child Network Worldwide has launched the first ever fund to directly support girls throughout the world. The fund is small but growing daily. We are seeking a volunteer with passion and commitment to girls' empowerment and education. We prefer someone who has worked in grantmaking since the work requires processing all girls project proposals, analyzing and recommending to CEO and trustees which proposals to support, using a database system and preparing documentation for making grants.

Role and Responsibilities

Receive proposals and create a database.

Do needs assessment and recommend which proposals to be funded using the criteria developed and approved by trustees.

Develop a reporting and monitoring system with girls' groups on the ground to determine what impact grants are making.

Organize periodic monitoring and evaluation visits to girls projects.

Qualifications

A degree in social work, development, arts, education, philanthropy or a related field

Knowledge, skills and experience in the above-listed areas.

Analytical and able to work independently with minimum supervision

Computer skills to work in a database, adding input and generating reports

Report writing

Monitoring and Evaluation and using M and E tools

This position suits someone who works from home or school and has a mature disposition.

How to apply

Email CV and letter of interest to gcnworldwide@btinternet.com and copy info@girlchildnetworkworldwide.org

Anyone who qualifies for this position will need to send in two references. Before starting work, a Criminal Records Check report must be obtained since Girl Child Network Worldwide works with vulnerable girls.

Deadline for applications: 28 January 2010

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