



**Are you interested in applying your passion for Program Management to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!**

**The Canada-Mathare Education Trust (CMETrust) is looking for a **Director of Post-Secondary Scholarship Program** to join its Board of Directors.**

**Background:**

Canada Mathare Education Trust ([www.CMETrust.org](http://www.CMETrust.org)) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are an entirely volunteer run, registered Canadian charity (and Kenyan Community-Based Organization), governed by a Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

**Description of Position:**

The Director of the Post-Secondary Scholarship Program (PSS) is a member of the CMETrust Board of Directors. They will work closely with the Kenyan Field Representatives and volunteers to provide leadership and advice to CMETrust's post-secondary scholarship program.

**Main responsibilities include:**

- Together with CMETrust's Kenyan Field Representatives who lead the program in Kenya, and the Canadian PSS volunteer committee, coordinate the post-secondary scholarship program, including the review of requests for support and recommendations to the Board.
- Working closely with the Communications Director, develop communications material related to the post-secondary program, scholars and graduates/alumni.
- Maintain CMETrust records related to the post-secondary scholarship program.
- Provide financial oversight, organizational support and strategic management for the charity at large, contributing to consensus building through open dialogue amongst the Board of Directors.
- Attend (in person or via teleconference) and contribute to the five Board Meetings held each year, and actively engage in email dialogue between meetings.

**Attributes and Skills required:**

- Experience or interest in program coordination in a non-profit setting, preferably related to education and/or youth.
- Experience in working in a cross-cultural setting with volunteers.
- Commitment to CMETrust's [five key values](#).
- Strong interpersonal, communication and leadership skills to collaborate effectively and efficiently with other Board members and volunteers.

**Specifications:**

- The successful candidate would work from home and participate in meetings in person in Ottawa or Toronto or via teleconference/webinar from elsewhere.
- Time commitment of approximately 15 hours per month.

***If you are interested in this opportunity, please contact [info@cmetrust.org](mailto:info@cmetrust.org)***