

## Community Outreach & Development Fellow

BPSOS empowers, organizes and equips vulnerable communities for their pursuit of liberty and dignity. We do that through building capacity for at-risk individuals and communities, and empowering the individuals to build a stronger community. The position of Community Outreach & Development Fellow will cover these areas of activities.

### Duties & Responsibilities

#### Primary Tasks:

- (1) Assess the eligibility and development levels of community needs;
- (2) Develop a plan to meet those needs;
- (3) Provide coaching and technical assistance to members of the community in project implementation;
- (4) Seek funding and other resources in support of the community outreach operations;
- (5) Identify asylum seekers eligible for emergency assistance and co-ordinate the preparation of applications;
- (6) Monitor the safety of community members and provide support as needed;
- (7) Pair mutual support groups of community members with local and international organizations;
- (8) Ensure that at-risk community members achieve long-term self-sufficiency and self-sustainability.

Occasionally the Fellow will undertake additional tasks as part of team work.

### Qualifications & Requirements

1. A first degree in any discipline;
2. Excellent computer skills;
3. Being a self-starter;
4. Spirit of teamwork;
5. Prior project management experience or a willingness to learn on the job;
6. Excellent written, communication, and organizational skills;
7. Ability to multitask, effectively prioritize, and respond to shifting priorities, demands, and timelines;
8. Exceptional problem-solving skills

#### Compensation:

The Community Outreach Fellow will be offered a locally competitive compensation.