



## **Development and Non-profit Administrative Fellowship**

### **SARI BARI PVT LTD & SARI BARI TRUST**

Sari Bari Private Limited offers freedom through employment to women who are exploited in the commercial sex trade and provides opportunity to women who are vulnerable to trafficking. The Sari Bari Trust comes alongside the Sari Bari Pvt Ltd and through the Aftercare Department, provides **holistic, aftercare support to the women of Sari Bari.**

### **GENERAL DESCRIPTION**

The Aftercare Department works to ensure the mental and physical health of the Sari Bari women are supported. The development and non-profit administrative fellow will provide administrative and professional, skills-based support to the Sari Bari social workers and Director of Aftercare in planning, implementing, and evaluating aftercare support programs. The development and non-profit administrative fellow will report to the Director of Aftercare.

### **ESSENTIAL DUTIES & AREAS OF RESPONSIBILITIES**

- In-depth research on funding possibilities
- Grant-writing, grant-management support
- Report-writing
- Research resources for Aftercare Department programs
- Administrative support for Aftercare programs
- Administrative support for Sari Bari Trust

### **SKILLS AND QUALIFICATIONS**

- Degree and/or experience in non-profit administration, development (or other relevant degrees)
- Excellent interpersonal skills (and experienced preferred) with vulnerable women and families
- Excellent written and oral communication skills
- Strong recording and documentation skills
- Proficiency in MS Word, Excel

### **CRITICAL QUALITIES**

- Strong ethic of service and a commitment to the mission of Sari Bari
- Respect and sensitivity towards vulnerable women and families

- Commitment to maintaining knowledge of social and economic issues relevant to women and families vulnerable to exploitation
- Professionalism in demeanor, written, and oral communications
- Cross-cultural competency
- Independent, self-motivated, and has initiative
- Organized, meticulous attention to detail
- Dependable team player
- Commitment to self-care
- Flexibility

### **WORK ENVIRONMENT**

The ideal candidate must excel in working within a work environment that requires an extreme amount of flexibility and mature judgment and also be able to focus within a sometimes chaotic and noisy environment.

### **TERMS OF ENGAGEMENT**

1. A 1 year commitment required (approval for long-term staff commitments dependent upon evaluation during 1 year fellowship commitment)
2. The first month of the 1 year commitment will be spent in intensive Bengali language study (courses usually taken in Dhaka, Bangladesh; self-funded)
3. Sari Bari work hours are 10am – 7pm (with 1 hour for lunch), 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month 10am – 5pm. Fellows are expected to work a minimum of 30 hours per week. Hours will be set with Direct Report.
4. Sari Bari has 20 annual set holidays per year. Additionally, fellows will be given 3 weeks of annual leave for vacation and visa related travel.
5. This is a volunteer position and is self-funded.

To apply for this position, submit a Fellowship Enquiry Form:  
<http://saribari.org/participate-3/>