



Education & Leadership Development 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

Education and Leadership Development are hallmarks of Sari Bari, and the Sari Bari community is committed to learning and development. The Education and Leadership Development fellow will develop, implement, and evaluate education and leadership development curriculum. The education and leadership development fellow will report to the Director of Aftercare.

ESSENTIAL DUTIES & AREAS OF RESPONSIBILITIES

- Facilitate Written and Spoken English Classes
 - Prepare curriculum and conduct lessons for Sari Bari leadership and employees (all levels of English proficiency)
- Facilitate computer literacy training for Administrative Staff Members
 - Microsoft Office – particularly Word and Excel
 - Use of Internet and Email
 - Touch Typing
- Research and identify resources for relevant educational programming for leadership and employees of Sari Bari
- Support the Aftercare Department Educational Programming
 - Support program development and evaluation for educational training programs

SKILLS AND QUALIFICATIONS

- Degree and/or experience in education, mentoring, teaching English
- 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), 1st and 3rd 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/>