

Job Opening

Karen Education Project Staff - Bible Student and Early Childhood



Reports To: SEA Education Department Manager	Hours: Full time, average 35 - 40 hours per week
Location: Mae Sot, Tak province, Thailand	Anticipated Start Date: 20 May 2024
	Application Deadline: Open until filled

Organization Description

Partners Relief & Development aims to see children affected by conflict and oppression living free, full lives. We respond with Emergency Relief through the provision of food, shelter, medical care and basic necessities during crisis events. And we invest in sustainable development that transforms community well being, improves health and education, and provides a nurturing environment for children.

Job Description

Support the vision and mission of Partners by helping provide care and supplies for Bible school students in the refugee camps along the Thai/ Myanmar border and Nursery children and in Karen State. The staff will also be responsible for looking into effective ways to implement the Bible School and nursery projects through monitoring, evaluation, communicating with local communities, and working alongside those involved with the projects.

Essential Functions

- Oversee Bible School and Early Childhood Projects.
- Review and evaluate effectiveness of the Bible School and Early Childhood Projects programs.
- Plan and implement initiatives for the Bible schools and Nursery Schools that will be useful for them now as well as preparing them for the future.
- Visit both projects for meetings, activities, delivering monthly financial support, etc. Help plan and arrange these visits by contacting caregivers, teachers, and headmasters to communicate between schools and visitors.
- Distribute school supplies to both projects and collect bible school scholarship forms from each Bible school. Distribute scholarship to bible school caregivers.
- Receive, read, and sort quarterly reports from the Bible Schools covering activities within the school, problems, needs, praises, and how money is spent each month.
- Assist in the planning and implementation of new sustainable projects in the Nursery Schools that will be useful for them now as well as preparing them for the future.
- Assist interns and visitors when needed by going with them to serve as an interpreter and by helping to coordinate visits to the children's homes, bible schools, and nursery schools.
- Interview children and translate stories into English.

Other Functions

- Work together with the rest of the Education staff to plan and do fun activities as well as learning activities within the children's homes throughout the year.
- Work collaboratively with other departments at Partners in order to help projects succeed as needed. This includes helping with translation of reports, etc.
- Attend staff meetings and organizational gatherings as requested.

Position Requirements

- High school degree or equivalent
- 0-5 years of related experience preferred
- Fluency in Karen
- Project management skills
- Budgeting or financial management skills
- Experience with various social media platforms
- General computer ability such as creating documents, spreadsheets, emails, etc.
- Leadership ability
- Time management, multi-tasking skills
- Interpersonal and communication skills

Job Opening

Karen Education Project Staff - Bible Student and Early Childhood



- Team player
- Motivated, has initiative and can work independently
- Flexible and patient
- Detail-oriented
- Creative, thinking outside the box
- Analytical, problem-solving skills
- Able to work after hours during emergencies
- Work within a Christian framework with sensitivity to various religious expressions and cultures.
- Work in an honest manner and also recognize the need for confidentiality at times.

Preferred Qualifications

- Fluency in English

Salary and Benefits

- Local salary commensurate with experience
- Initial visa and visa renewal costs
- Eligible for the full cost of Thai Government Social Welfare within Thailand

How To Apply

- Submit your resume/CV, and any other information to hr.sea@partners.ngo before the deadline.
- Successful candidates will need to be willing to provide two names and contact email information for professional references before an official offer can be made.