

## **JOB DESCRIPTION**

### **DESIGNATION: COMMUNITY ORGANIZER IN SORSOGON PROVINCE (CONSULTANCY)**

#### **Background**

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and well-being of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- STEM+ PH is the centerpiece program of Unilab Foundation that aims at expanding the pool of STEM Learners and Innovators in the country through, a) improving the access of learners accessing authentic, integrated STEM education, b) improving the quality of teachers, c) increasing the number of schools adapting an authentic, integrated STEM curriculum, and d) improving engagements between government, industry and education sectors. STEM+PH is delivered directly by ULF as well as through an implementing partner, CISTEM, which also happens to be an organization that will be fully spun off from ULF.
- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.

In addition to its core programs, ULF has three (3) independent programs that it continues to support its growth and sustainability, namely:

- Project Inclusion Network (PIN) that provides employment/livelihood opportunities that will enable persons with disabilities to become productive citizens of our society.
- Positive Youth Development Network (PYDN) that provides a platform for youth to become change agents.
- Center for Integrated STEM Education (CISTEM) that provides STEM learning curriculum and resources to capacitate our teachers and learners in high quality STEM education.

For more information, visit [www.unilabfoundation.org](http://www.unilabfoundation.org)

## **Purpose**

The Community Organizer in Sorsogon Province shall report directly to the Project Lead and the Programs and Strategic Support Director and will be part of the Project Kaakbay Team of ULF. The main purpose of this position is to support the implementation of the Project Kaakbay in the Sorsogon Province.

## **Duration**

April 2024 - December 2024, subject to extension.

## **Scope of Work**

The Community Organizer shall:

1. Coordinate with the Schools Division Office of Sorsogon Province, along with designated DepEd Schools (Bulan National High School, Gallanosa National High School, Gubat National High School, Donsol National Comprehensive High School, and Pilar National Comprehensive High School) and their respective appointed teacher coordinators to implement Project Kaakbay within Sorsogon Province.
2. Conduct stakeholders mapping (government agencies, NGOs, CSOs, private industries, etc.) and facilitate coordination with them for potential partnerships and program collaborations of Project Kaakbay in Sorsogon Province.
3. Support the team in implementing planned community activities including, but not limited to, organizing community meetings, monitoring and mentoring youth volunteers, managing training programs (including pre-training, during, and post-training activities), establishing school health councils, facilitating community project management, and other related duties.
4. Assist the Kaakbay teams in identifying community needs and developing plans to address the identified challenges through cooperation with other organizations.
5. Coordinate with Kaakbay volunteers and other members of the community to participate in events or projects that support the implementation of Project Kaakbay.
6. Leads in the data collection and creation of data collection system and tools of the project execution in Sorsogon Province for impact reporting and identification of opportunities for project adaptation of local or national industries, case studies and policy recommendation.
7. Lead the on-site community visits for project documentation, monitoring & evaluation;
8. Collect and submit monthly progress tracker of Kaakbay volunteers and its project implementation in Sorsogon Province.
9. Submit monthly reports to PK team, including activity and field visit report, if necessary.
10. Report to the team once a week via online team meetings.

## **Qualifications and Selection Criteria:**

This consultancy position requires with

1. Relevant educational background, at least college graduate. Other relevant professional degrees and certifications will also be considered.
2. With at least 3 year of demonstrated experience in community organizing, preferably in a development sector context.
3. Residing in Sorsogon Province and must be willing to travel within the designated areas of project implementation.
4. Knowledgeable and equipped on the following competencies:
  - Communication skills both in oral and written
  - Partnerships Development and Stakeholders Management
  - Youth and Community Development
  - Project Management

## **How to Apply**

Please send your updated Curriculum Vitae and a cover letter to [projectkaakbay@unilabfoundation.org](mailto:projectkaakbay@unilabfoundation.org) with a subject line of Community Organizer – Sorsogon Province. The accepted applicant will be based in Sorsogon Province or nearby cities and will be asked to attend virtual team planning sessions and meetings. This is consultancy-based position.

Due to the volume of applications received, only shortlisted candidates will be notified.

*Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.*