



Sample Job Posting 1

SPEED-Services for Professional Education and Enterprise Development Youth Development Program Fellow

Organization: SPEED- Services for Professional Education and Enterprise Development (SPEED) is a training and continuing education centre in Dhaka, Bangladesh. SPEED offers training programs for professionals and adults working in various professional contexts, including teaching, business and retail. It recently launched a Youth Development Program catering to middle and high school students. <http://www.speed-bd.com>

Position: Youth Development Program Fellow, Full Time, Temporary (12 months)

Salary: Competitive, Commensurate with Experience and standard Bangladeshi salaries

Benefits: Paid benefits, paid vacation, sick and holidays as well as staff development benefits. Travel to and from Bangladesh.

Summary: The Youth Development Program Fellow will work on two distinct programs for the duration of the year with SPEED. The first 6-7 months of the Fellow's work will be on the American Youth Leadership Program with Bangladesh, and in the following 5-6 months the Fellow will focus on SPEED's Youth Summer Program and Leadership Academy.

The American Youth Leadership Program (AYLP)

The Youth Development Program Fellow will work in SPEED's Youth Development Program (called SPEED Youth) on the American Youth Leadership Program (AYLP). This exciting program brings together U.S. and Bangladeshi students and U.S. educators of diverse backgrounds for a cross-cultural opportunity to explore the country and culture of Bangladesh, as well as issues of climate change. The AYLP is sponsored by the Bureau of Educational and Cultural Affairs of the U.S. Department of State and administered by World Savvy, a global education nonprofit based in the U.S. Project partners in Bangladesh are Scholastica, Bangladesh's largest independent English-language school, and SPEED, a training and continuing education center in Dhaka, Bangladesh.

Program objectives are to:

- Promote shared learning, collaboration, and cooperative problem-solving between Bangladeshi high school students and their U.S. peers and educators;
- Build student and educator skills for global citizenship, including leadership, dialogue, public speaking, problem-solving, critical thinking, teamwork, media literacy and research; help students and educators understand the rights and responsibilities associated with global citizenship;



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- Empower students to become engaged in community and world affairs through volunteering and participation in civic associations;
- Enhance student and educator knowledge and understanding of climate change in Bangladesh through hands-on experiential learning;
- Build U.S. educators' capacity to teach global knowledge and skill development.

Under general supervision from SPEED's Executive Director, and working closely with World Savvy's International Program Manager, the Fellow is chiefly responsible for planning, managing, and implementing the Bangladeshi side of the Youth Leadership Program with Bangladesh in 2012-2013. After the exchange program concludes in February 2012, the Fellow will work on SPEED's Youth Development Programs, particularly a leadership program for high school youth and a summer program for middle and high school youth in Dhaka.

Reporting to the Executive Director of SPEED, the Fellow is responsible for:

Outreach/Recruiting

- Supervise potential applicants (students and host families) at Scholastica in Dhaka via phone, email, mailings and in-person meetings or interviews.
- Recruit hosts for educators and chaperones during the program through Scholastica.

Project Planning

- Coordinate with a team from SPEED and Scholastica on logistical details on the Bangladeshi side of the month-long exchange including travel, transportation, housing, meals, site visits, service-trips, home-stays, in country security and language translation/interpreter services.
- Serve as the main contact for all program partners based in Bangladesh.
- Scout potential service learning, educational sites, and guest speakers based on AYLIP curriculum plan for exchange program.
- Along with SPEED team, lead the planning and implementation of pre-departure orientations for Bangladeshi students so that students meet basic knowledge requirements at the start of the exchange as set forth by World Savvy.
- Support World Savvy's International Program Manager in implementation of World Savvy created workshop activities, student simulations and curriculum on the theme of climate change to take place during month-long exchange.
- Lead the development and oversight of Bangladeshi students' social action projects in spring 2013, including the development of curriculum to support participants in the implementation of social action projects at Scholastica and related promotion/outreach.



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- Reach out to local media and luminaries to publicize program, in conjunction with World Savvy team.
- Coordinate with US Embassy on selected aspects of project planning and security preparations.

Project Implementation

Working in close cooperation with World Savvy's International Program Manager, facilitate the following during the duration of the exchange trip in December-January 2012-13:

- Regular meetings with all program staff, program educators and chaperones.
- Bangladeshi student orientations and activities prior to and during the exchange trip.
- One orientation to Bangladesh for U.S. participants.
- Logistics for site visits and service-learning activities during the exchange trip and troubleshooting as necessary.
- Travel and accommodations for visiting students in-country.
- Coordination with US Embassy and in-country security team to ensure safety and security of participants.
- Coordinating with and guiding Bangladeshi students on designing, developing and implementing their social action projects, with a final culminating event a few weeks after the exchange trip.

Project Evaluation

- Refine evaluation tools as created by World Savvy for the needs of SPEED and Bangladeshi youth participants.
- Collect and analyze relevant evaluation results and report to SPEED and World Savvy.

SPEED Youth Summer Program and Leadership Academy

At the conclusion of the Exchange Program, the Fellow will work with SPEED on its other Youth Development Programs, described below:

SPEED Youth Summer Program:

SPEED Youth hosts a four-week Summer Program for students of ages 8 to 18 years (Classes II to XII) focusing on creativity, fitness and fun. The Fellow will work as part of the SPEED Youth team to design and implement this summer program, focusing on skill-building and empowerment for youth. The Fellow's role will include curriculum design and development, training of faculty for the Summer Program, coaching the SPEED Youth team and conducting classes as well.



SPEED Youth Leadership Academy:

This is a new program that will focus on working with small numbers of high school youth to develop leadership skills, focusing on community service, civics and skill-building. The program is currently being developed and a pilot project will be implemented during summer 2012. The Fellow's role would be to further enhance the design of the program, in collaboration with the SPEED Youth team and under the guidance of the Executive Director, and implement it in 2013. Similar to the Summer Program, the role of the Fellow will include design and development of the structure, curriculum development, training of faculty and coaching of the SPEED Youth team, as well as conducting some portion of the program itself.

Location: Dhaka, Bangladesh

Qualifications

- Strong and demonstrated commitment to global education, youth development and the core values of integrity, excellence, inclusivity, collaboration and learning and development
- Minimum two years' experience with international youth exchange programming and/or experiential learning
- Bachelor's Degree or equivalent
- Strong proficiency in all MS Office Applications, particularly MS Excel, Word, PowerPoint and Outlook
- Excellent written and verbal communication skills
- Strong organizational and time management skills, including the ability to multi-task, prioritize, set and meet deadlines
- Excellent ability to delegate and follow-up to meet deadlines
- Detail oriented, self-motivated and comfortable working in a collaborative team environment
- Excellent communication skills and ability to work with many individuals on a large and complex program
- Enjoy enabling and supporting others to be effective in their work, and coach team members when necessary
- Excited to integrate into and learn more about Bangladeshi culture, and work full-time in a different culture
- Ability to make a one year commitment to the position



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- Experience living or working internationally in Asia, Africa, or Latin America

Desired Qualifications:

- Experience teaching climate change and/or sustainability