



Organization: Big steps Outreach Network (BONET)

Position: Project Volunteer

Deadline for application: April 16th 2021

ORGANISATION DESCRIPTION

Big Steps Outreach Network (BONET) was founded in 2010 as a youth led association for young people and has worked relentlessly to fight marginalization, inequality, HIV/AIDS and other social ills especially parenting to young people with disabilities, orphans and other vulnerable children (OVC's), socially excluded (Juvenile Delinquents) and those living with HIV/AIDS and other young people especially out of school and Out of work youths. Its main areas of intervention are Sexual Reproductive Health and Rights, Community Education, Empowerment and Entrepreneurship, Governance, Democracy and Human Rights and Philanthropy. Visit the organization's website at www.bonetweb.org

POSITION DESCRIPTION

Working under the supervision of the Project Manager and the Managing Director, the project volunteer will primarily be responsible to carry out research in the fields of intervention of the organization and design projects for funding, and carry out research related to different call for proposals and open offers as directed by the project Manager and Managing Director. He / She will be required to carry out research on funding opportunities make reports and recommendations concerning these opportunities and submit to the project manager.

Principal responsibilities

- Conduct research for project proposals, compile data and prepare reports for consideration and presentation to the project manager and Managing Director
- Conduct base line survey for evidenced based project proposals
- Use research data and statistics to prepare, concept notes and project proposals from open calls.
- Integrate the implementation of existing projects and assist in the monitoring and evaluation process
- Research different funding opportunities that relate to the organization's domains of intervention and expertise and make reports

Secondary Responsibilities

- Assist in the coordination of outreach activities organized
- Participate in all training sessions both internal and external
- Assist in the preparation of activity budget relating to
- Write activity reports
- Attend all weekly coordination meetings
- Prepare end of week report on task carried out and work plan for the week.



Knowledge, Skills and Abilities:

- Strong time management skills and ability to identify priorities
- Good research and analytical skills
- Good report writing skills
- Good knowledge on project proposal design and implementation
- Good knowledge of fundraising strategies
- Good communication and public speaking skills
- Strong organizational skills and the ability to coordinate various responsibilities and prioritize conflicting demands and deadlines
- Strong capacity to work independently and as part of a team
- Must be duty conscious and respect deadlines
- Smart and fast learner

Minimum Qualifications Required:

- At least one year of experience as an intern, volunteer or employee in a local or international NGO
- At least a bachelor's degree in development studies, project management, business and finance or any other relevant field.
- Must be computer literate in Microsoft Word, Excel and PowerPoint
- English language fluency (reading, writing, speaking) and basic knowledge in French

NB. The duties and responsibilities will be modified in case the organization receives funding for any new project during the volunteers period of service. The volunteer **MAY** or **MAY NOT** be directly recruited to participate in the implementation of any project that gets funded during the period of service. However, the primary objective of this opportunity is not for an employment contract at the end of the volunteer period but rather to build the skills and expertise of the volunteer in the domain of project design and implementation. The volunteer will benefit from a preliminary training on research and project design and several other related aspects from in-house experts in grant writing as well represent the organization at workshops, conferences, seminars, etc.

Volunteer Period: 3 months volunteer period renewable once

Remuneration: BONET does not have any budget allocated for volunteer positions as of present. Volunteers should not therefore expect any form of financial remuneration.

Deadline for Applications: Applications are due by the **16th of April 2021**

Work Venue- The volunteer will work at BONETS head office. He/ She will work at the **office 3 times in a week** and will work from home the rest of the days if desired.

HOW TO APPLY: Please email to bonetcameroon@gmail.com and copy theodorewankuy@bonetweb.org 1) a resume or CV, 2) relevant academic certificates, 3) list of three professional references, and 4) a one-page cover letter articulating why neighborhood capacity building is important for creating and sustaining healthy communities.