

## POSITION DESCRIPTION



**POSITION TITLE:** AOC/ELLS Training and Outreach Intern/Volunteer

**ORGANIZATION:** Burma Link – Mae Sot, Thailand

**REPORTS TO:** International Coordinator

**AOC/ELLS PROGRAM:** Burma Link's AOC (Agents of Change) Leadership Network was set up to build a leadership and information sharing network model to empower communities through promoting the sharing of information, stories, and life experiences of communities from Burma and the Thailand-Burma border refugee camps locally and around the world. The Program consists of two modules: (1) Empowered Life and Leadership Skills (ELLS), and (2) Storytelling and Information Sharing. The first three days of the program (ELLS) aim at developing essential life and leadership skills such as confidence, honesty and courage, responsible citizenship, and the ability to effectively deal with others. In 2015, we paused the training activities and focused on developing only the three days of the ELLS training modules in English and Burmese, which we aim to make widely available as a training module to promote ethical and empowered leadership with all youngsters from Burma.

**OVERALL RESPONSIBILITY:** The AOC/ELLS Training and Outreach Intern is responsible for examining Burma Link's AOC/ELLS Training Curriculum and Program, and identifying potential avenues and partner-organizations for using the program in effective and creative ways, for example through identifying potential partnering organisations in the field of education, locally and internationally that would be interested in carrying out the training. The intern should also be prepared to act as a point person for the AOC/ELLS program, to occasionally conduct trainings, train trainers, and to adjust and edit the training materials as needed. The intern will also assist in developing a monitoring and evaluation mechanism for the program and cooperate with local partners to develop the program into a module available for teachers and trainers on the Thailand-Burma border and in Rangoon.

### **KEY RESPONSIBILITIES:**

- Assist with further development of the AOC/ELLS Program curriculum
- Cooperate with relevant local educational partners to develop the curriculum into a module available for teachers and trainers on the border and in Rangoon
- Conduct AOC/ELLS trainings and train trainers
- Explore future avenues and possibilities for the usage of the AOC/ELLS Program
- Explore opportunities for and establish and cultivate relationships with educational partners
- Promote the program and develop and implement strategies for turning the AOC/ELLS program into a paid training that can generate funds for Burma Link
- Develop a monitoring and evaluation mechanism for the program.

### **JOB REQUIREMENTS – EDUCATION & PROFESSIONAL**

- University degree, preferably in education, marketing, or other relevant fields
- Previous teaching/training experience

- Previous experience in building and cultivating relationships with partnering organizations
- Passionate about Burma issues and what Burma Link does
- Excellent written and oral communication skills in English
- Experience and/or understanding of educational programs especially in low resource settings
- Experience and/or understanding of marketing tools is an advantage
- Knowledge of Burma issues is an advantage.

#### **JOB REQUIREMENTS – PERSONAL ATTRIBUTES:**

- Strong interpersonal skills
- Integrity and honesty
- Reliability and trustworthiness
- Cultural sensitivity and strong ethics
- High degree of personal initiative and creativity
- Capable of working independently and within a team as well as forming strong working relationships with BL staff, interns, and partners
- Able to work effectively in a multi-cultural environment
- Ability to prioritize and manage own time even under pressure
- Willingness and ability to work outside normal working hours
- Strong organizational skills and the ability to meet deadlines
- Outgoing and confident.

#### **APPLICATIONS**

This is currently a non-paid volunteer position. To be considered for this opportunity, please send your CV and [application form](#) to [office@burmalink.org](mailto:office@burmalink.org).