



# **BUILDING HOPE UGANDA – BHU**

*Restoring Hope to Vulnerable persons and Communities in Uganda*

## **VACANCY ANNOUNCEMENT**

*Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:*

**Position Title: Community Outreach Coordinator**

**Reference No: BHU/V-008/COC/2020**

### **JOB SUMMARY**

Maintaining community outreach activities working with the team in place to design, develop and implement initiatives that would increase the organization’s visibility and image in the community/area of operation

### **JOB RESPONSIBILITIES**

#### **DUTIES:**

- Maintain a calendar of outreach activities, including community event, workshops, appearances and other communication opportunities
- Prepare an annual budget for community outreach activities
- Nurture new and old relationships with collaborative partners
- Schedule regular outreach initiatives in the community and educate the employees on community responsibility
- Prepare accurate records and reports on the goals of the fundraising plan
- Support in the management of a professional donor-management system
- Assist in the organization of special outreach events, including donor/volunteer appreciation events and other fundraising initiatives
- Support in recruitment /training of new employees in your line of management
- Collecting and maintaining an up-to-date community outreach database
- Ensuring supervised staff understand their responsibilities and receive proper training
- Preparing codes of conduct and operating procedures of all the supervised staff to uphold the organization’s values, goal and objectives
- Ensuring the organization’s purpose is conveyed to the community in a way that promotes the organization’s interest.
- Assist other team members with conducting site assessments to communities, health programs, civic education programs, baseline surveys among others.
- Perform any other duties as assigned by management



## EDUCATION & OTHER BACKUPS

- Bachelor's degree in social sciences, community psychology, Development studies, community development, adult and community education, sociology or a related field from a recognized institution.
- Relevant certificates in the above field also an added advantage

## EXPERIENCE

- Experience in volunteering and recruitment
- Working knowledge of databases
- Management experience in a similar or higher position.
- Experience working with NGOs
- Experience working in volunteer operations
- Demonstrated capacity to work both autonomously with limited support and as a team member
- Sound time management, planning, and organisational skills to meet the demands of the busy position

## KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Knowledge of managing community outreach programs and handling large teams for a common cause
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet
- Ability to maintain highly level of confidentiality
- Customer service focus and able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision
- Ability to mentor others
- Ability to creatively handle employee work-related issues
- Excellent oral, written, and email/telephone communication skills
- Strong proficiency working with Microsoft Office packages
- Excellent interpersonal and communication skills
- Excellent organisation and team building skills
- Demonstrated networking and relationship management skills

## **HOW TO APPLY:**

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: [info@buildinghopeuganda.org](mailto:info@buildinghopeuganda.org)*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 3MBs*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

**DEADLINE FOR APPLICATION: 30th June, 2020**