



Simbi Foundation Scholar Coordinator

Summary:

The ideal candidate is compassionate and cares about the lives of students around the world. Your role is to communicate directly with headmasters and teachers from our participating schools to monitor and evaluate Simbi Scholars. Simbi Scholars are remarkable individuals who are sponsored on 5 year scholarships based on merit and need. This approach helps us maximize our funds impact and we need you to ensure the scholars are taken care of to the best of our ability.

Organization Overview:

Simbi Foundation is a research-led non-profit organization that works with its partner communities and academics around the world to develop lasting solutions that enhance meaningful and sustained access to education. We're a fast growing organization with extensive teams in Vancouver, Uganda, and India.

Responsibilities:

- Check in with teachers and headmasters on a monthly basis to understand how scholars are progressing.
- Input data and reports relating to scholars.
- Keep donors informed of scholar progression.
- Monitor scholar fund.

Qualifications:

- 4th year + with emphasis in Communication or English (finance or economics is an asset).
- Experience with extensive research
- Excellent grammatical skills and communication in various voices and tones
- Strong analytical and creative instincts

Compensation:

This is a volunteer position, with a potential for a grant to pay stipend for work.

Time Commitment:

5 hours per week

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