



Volunteer Opportunity: Education Partnership Development Model Builder

Time Period: Minimum time of 4 months

Job role:

The Atma volunteer will work directly with an Atma focusing directly on strategic model development. Working along side the partnership director, the volunteer will work to help develop the partnership model in a more structured and efficient way.

The role primary involves understanding, conceptualizing and defining the structure of the model. The roles and responsibilities people and policies will play within that structure, and the needs required driving the organization to continue its work in the future.

The consultant will advise and assist in the improvements and role-out for this structure and set guidelines for its future use and development.

Responsibilities:

- Defining the model structure
- Advising on the model structure
- Creating template documents
- Developing a resource library
- Creating a long term plan

Skills requirements:

- Good computer skills and knowledge of Microsoft office
- Excellent interpersonal and social skills
- Good communication skills
- Superior organizational skills

Educational background in one of the following:

- Administrative systems
- Finance
- Governance
- Monitoring and evaluation
- Program development



- Education
- Fundraising
- Marketing
- Organizational development

Housing and working conditions:

Atma will assist in finding housing for the volunteer. However, Atma is not responsible for housing, living and travel costs and no stipend will be provided. Atma may provide a laptop and cell phone during the work period.

Expectations

To volunteer with dedication, professionalism and flexibility. Atma is a highly selective volunteer opportunity designed to challenge the volunteer to grow professionally in a complex work environment. Atma expects volunteers to come with a genuine desire to make a significant impact on the current status of children's education by providing valuable skills and personally challenging themselves to grow and develop.