



Program Development Advisor



Location Kingston, Jamaica

Start Date Apr - Jun 2019 (flexible)

Length of Placement 11 Months

Language Requirements English

Open to Canadian Citizens and Permanent Residents of Canada only

The Volunteer's Role

As the Program Development Advisor, you will support the staff the of the Women Centre of Jamaica Foundation, in their daily operations working with at the Adolescent Resource Centre (ARC). The ARC needs to develop their program to effectively reach youth and increase their knowledge in sexual & reproductive health, to enable them to make informed decisions about their lifestyles. As a volunteer, you will support the centre in developing these programs & information sessions to reach teens across Kingston and support the daily operations of the centre.

As a volunteer, you will:

- Review organizational and administrative structures
- Support staff in developing educational sexual and health programs to reach youth across Kingston
- Support staff in managing the needs of teen moms
- Establish monitoring and evaluation approaches to measure program impact and track the progress of participants.

Essential Academic Qualifications:

- University degree in social work, administration or related field

Essential Professional Background:

- Excellent oral and writing skills
- Ability to self-initiate and identify solutions
- Experience in capacity building, organizational development, program administration
- Good understanding of organizational systems and structures.
- Experience developing online databases or filing systems.
- Experience working with sensitive and confidential information.
- Experience working with teenagers
- Understanding of teen pregnancy and accompanying issues.

Cuso International covers the following costs:

- Return airfare and visa/permit costs
- Accommodation while in country

- A modest living allowance while overseas
- Modest support for accompanying partners and dependents going on placement with you for 12 months or longer (VOCE Project only)
- The cost of required vaccinations, antimalarial medication and health insurance
- Access to Employee Assistance Program during your placement and when you return
- Travel and accommodation for the five-day pre-departure training course and in-country training orientation and again for a reintegration debriefing weekend after you return.

[Apply](#)

If there's anything we can do to answer your questions, please contact [Lorraine Monteiro](#)
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