



Cartwheel Foundation, Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

Job title	Community Development Associate
Organization	Cartwheel Foundation, Inc. (CFI) Barangay Highway Hills, Mandaluyong City, National Capital Region
Job summary	The Community Development Associate (CDA) is responsible for the implementation of CFI's programs for and with indigenous cultural communities, through culturally-relevant, resilience-focused and rights-based approaches
Engagement terms	Full-time employee, with a six-month probationary period
Work arrangement	Eight (8) hours daily, Mondays to Fridays (40 hours weekly) Hybrid work arrangement (combination of office-based work and work-from-home interface), with occasional visits to CFI's partner indigenous communities, in accordance with safety protocols
Directly reports to	Executive Officer/s
Coordinates with	Community-based teachers and facilitators, Community members and duty bearers, Resource experts and facilitators, Content developers, Development partners, Government agencies and multi-sectoral stakeholders
Duties and responsibilities	<ul style="list-style-type: none"> a) Execution and review of program/project plans and activities, guided by sound program development, implementation and management, and monitoring and evaluation (PDIMME) principles; b) Facilitation of conversations, learning exchanges and capacity development opportunities for community stakeholders; c) Coordination with project stakeholders from various sectors; d) Development of knowledge and education materials relevant to the project; e) Preparation of documentation and reportorial requirements (i.e., narrative and budget reports); f) Recommendation of content and process improvements and innovations pertaining to program/project development and implementation; and g) Performance of other relevant duties that may be agreed with the CFI Team, toward the fulfillment of program/project goals.

Key competencies	<input checked="" type="checkbox"/> Good oral, written and interpersonal communication skills <input checked="" type="checkbox"/> Strong initiative and creative problem-solving skills <input checked="" type="checkbox"/> Ability to work independently and systematically, with minimal supervision <input checked="" type="checkbox"/> Ability to collaborate and work as a member of a team <input checked="" type="checkbox"/> Willingness to travel to partner communities
Other experience and qualifications	<input checked="" type="checkbox"/> College degree, preferably in Development Communications, Development Studies, or related field <input checked="" type="checkbox"/> Experience in community development, especially in working with Indigenous Peoples <input checked="" type="checkbox"/> Experience in developing context-based learning materials <input checked="" type="checkbox"/> Familiarity with accounting and budget management principles <input checked="" type="checkbox"/> Familiarity with Children’s Rights and/or Rights/Safeguarding Principles <input checked="" type="checkbox"/> Fluency in Filipino (Visayan, Tagalog)

Application Process

Interested applicants may submit a *Letter of Intent* and *Curriculum Vitae* to **joinus@cartwheelfoundation.org** on or before July 11, 2022, with the subject line “Application: Community Development Associate (CDA)”.