



Education Program Coordinator Application 2016

Application deadline: October 31st 2016.

Applicants are strongly advised to apply early as applications will be considered as they are submitted. Preference will be given to applicants that submit well before the deadline.

To apply, send the following items to employment@ghei.org with 'EPC-Your Name' as the subject line:

1. Application with available dates, personal information, and long-form responses
2. Your resume/CV
3. One professional recommendation sent directly from whoever recommends you (English language only) with 'EPC-Your Name' as the subject line

I: Available Dates

Start date: _____

End date: _____

II: Personal Information

Date of application: _____

Name: _____

Date of birth: _____

Sex: _____

Address: _____

Phone number(s): _____

Email: _____

Current employer: _____

Occupation: _____

Undergraduate school(s), degree(s) and area(s) of study:

Post-graduate education or graduate degree(s) and area of study:

If current student, please list school and area of study:

How did you hear about GHEI? _____



Long-form responses: Please answer the following questions in a separate document and attach with the first page of the application form.

III: Previous program experience (Limit answers to one paragraph each.)

- Describe your experience working or living in a developing country. How does this experience relate to working with GHEI?
- Describe your experience in project management.
- Describe your experience (if any) with supervision of staff/volunteers and/or capacity building.
- Describe your experience (if any) with teaching and/or curriculum design.
- Describe your experience (if any) with project monitoring and evaluation.
- What makes you an ideal candidate for this position?

IV. Profile (Limit answers to ½ page each.)

- Why does this program appeal to you?
- What are your long-term career goals? How does this position fit in with these goals?
- In your opinion, what role do grassroots non-governmental organizations play in affecting change?