



**Title: Trek Coordinator, Part Time**

**Reports to:** US-Based Trek Manager

**Schedule:** Monday - Friday, weekends and evenings may be required

**FLSA/Hours:** Non-Exempt/Part Time (15-20 hours per week)

**Location:** Bridgeport

**Join the movement!**

**Who We Are**

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. We're not a charity, we're a movement.

In the United States, we run intensive service learning programs in under-resourced, urban high schools in six major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 27 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.2 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line. Moreover, 98% of buildOn students graduate high school, and most go on to college.

Globally, teams of students from buildOn programs fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.6 million children, parents and grandparents have attended these schools so far, while more than 200,000 attend buildOn schools every day. At least, 50% of these buildOn students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.6 million volunteer work days to building their schools.

We hope you'll consider joining our team!

**Who We Want**

buildOn US Trek is an experience facilitated by buildOn to engage students from urban high schools in the construction of a buildOn school and to immerse in a different culture. Trek is not a vacation, a cultural tour of poverty, a necessary labor for school construction, or an act of charity. Trek is an act of solidarity to live, work and learn together with an international community. In order to achieve this and to differentiate this buildOn US Trek experience from harmful "voluntourism" trips, buildOn puts a strong emphasis on solidarity through school construction. All Trek participants are expected to work in solidarity. This means contributing 3-4 hours on the worksite each day. In short, Trek is about building a school together. Trek is intended to challenge volunteers to step away from their daily routines and to "walk in the shoes" of host community members. Volunteers live with host families, eat local foods and participate in all aspects of rural community life. Volunteers are expected to work hard on the construction site to demonstrate their compassion, commitment and belief in access to education for all.

The Trek Coordinator's primary focus is to support the buildOn US Trek for our Service Learning Programs stateside. Trek Coordinators will work closely with Trek Managers and buildOn's US Program staff to ensure a smooth and empowering preparation process for all students in the US and their families, to prepare them for a powerful in-country Trek experience, and a strong post-Trek experience where students demonstrate the knowledge gained on Trek.

**What You'll Do**

**Student Trek Preparation**

- **Recruit:** Work closely with the buildOn US Team to recruit students for Trek. (Recruitment includes attending buildOn meetings, making classrooms presentations, attending large-scale service projects to promote Trek, following up with students and parents to answer questions, set them at ease with the entire process, etc.)



- **Interview/Selections:** In partnership with buildOn US, travel to buildOn partner schools to interview and select students for Trek.
- **Pre Trek Workshops:** Work closely with Trek Manager to facilitate daylong Saturday Pre Trek Workshops to prepare students for Trek. (Trek Coordinators will lead all Pre Trek Workshops in cooperation with support staff and the US manager when present. Pre Trek II, which is a service project, is the responsibility of the Trek Coordinator in its entirety.)
- **Support to Students and Families:** Help students and their families as they prepare for Trek. This might include troubleshooting paperwork needed to obtain a passport, accompanying them to passport appointments, or helping organize travel medicine appointments.

### Logistics and Paperwork

- **Logistics:** Organizing transportation, meeting space, and food for Pre and Post Trek events.
- **Paperwork:** Assist students in the collection of paperwork and utilize Salesforce to organize and store paperwork.

### Post Trek

- **Trek Presentation:** Using photos taken during Trek and a PowerPoint template, create a presentation for students to demonstrate their Trek service learning experience
- **Support of Students:** Work closely with buildOn US to support students in their Trek presentations. This will include checking in on them one on one to help schedule presentations as well as attending presentations with students to assist them when needed
- **Post Trek Workshop:** Organize and work with buildOn US support staff to facilitate a Post Trek workshop

### What You Bring

- Must be 21 years of age
- An outgoing, creative and self-sufficient individual who is able to work independently and has a proven passion for service
- Experience living or volunteering in the developing world is a plus
- Available at least 15 hours per week during business hours and on Saturdays as necessary
- Knowledge and experience in the US-based region and school system
- Committed Individuals with a desire to work in a fast-paced environment
- Access to a computer
- Strong interpersonal skills
- Demonstrated leadership
- Organizational ability to balance and coordinate multiple projects simultaneously
- Strong sense of responsibility
- Proven record of following through on assigned tasks
- Positive role model
- Ability to communicate clearly and effectively
- Sound judgment/decision-making and ability to remain calm in crisis situations
- Fluency in French/Spanish a plus

### Work Environment

While performing the duties of this job, the Trek Coordinator is frequently exposed to conditions that include inclement weather, heat and humidity, and exposure to dust.

### Physical Demands

The physical demands described here are representative of those that must be met by the Trek Coordinator to successfully perform the essential functions of this job. The Trek Coordinator position will lift/push/pull/carry heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.



## What We Value

We've identified a set of core competencies which you'll need to thrive within the buildOn family.

- **LEADERSHIP:** Ability to empower community members and Trek volunteers to make sustainable changes in a hands-on way and with humility.
- **PLANNING & EXECUTION:** Proactively manages multiple projects simultaneously to achieve collective objectives with strong time management and organizational skills.
- **HIGH EXPECTATIONS:** Holds self, teams, and community members jointly accountable to best in class programs
- **DONOR STEWARDSHIP:** Powerfully engages donors in buildOn's impact through immersions, storytelling and data.
- **RISK MANAGEMENT:** Manages safety of group amid intense and dynamic changing environments.

## What We Offer

We offer a competitive compensation package, including: salary commensurate with experience, generous paid time off; a comprehensive benefits package including medical, dental, vision insurance, a flexible spending account, employee assistance program, retirement plan with an employer matching plan, commuter benefits, disability as well as life insurance. In addition, you will have the opportunity to work alongside mission-driven and dedicated colleagues across the world who are committed to breaking the cycle of poverty, illiteracy, and low expectations through service and education.

## Apply Here:

Please send a resume and compelling cover letter to: [trekjobs@buildon.org](mailto:trekjobs@buildon.org)

### Our Commitment to Equity, Diversity and Inclusion

buildOn is committed to building and maintaining an inclusive environment that drives innovation, strengthens ONE buildOn and bolsters a cultures where people truly feel valued, heard and respected. buildOn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.

To learn more about buildOn, please visit our website at [www.buildOn.org](http://www.buildOn.org)