



## Volunteer Job Description

Job Title:	Technical Report Writer
Department:	M&E
Location:	Virtual, within the US
Time Required:	10 hours/week
<b>Job Description</b>	
<p><b>Position overview:</b></p> <p>Asante Africa Foundation is seeking a Report Writer - Monitoring, Evaluation and Research Volunteer to support our work and gain experience in the same. The candidate must have experience in Data analysis and report writing in the area of international development, youth empowerment, girls' advancement for donor audiences. The volunteer should work independently to research and draft reports under tight deadlines. It is an ongoing position with an immediate start where training will be provided.</p> <p>Candidates will demonstrate experience managing multiple tasks while having a keen attention to detail and must be a self-starter with the ability to work independently and as part of a team. This volunteer must uphold confidentiality at all times.</p> <p><b>Duties and Responsibilities include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>● Independently manage the design, drafting, and delivery of quarterly, bi-annual annual donor reports and outcome studies.</li> <li>● Analyze and critically assess data and evidence and synthesize in writing relevant information required for consolidating into reports.</li> <li>● Under the supervision of the Director - Monitoring, Evaluation and Research, direct work flow of other volunteers and interns recruited to support MERL reporting projects.</li> <li>● Support special projects projects as needed</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Bachelor's degree is a must.</li> <li>● Experience of less than a year is also acceptable for the role.</li> <li>● Proficiency in Microsoft Office Suite.</li> <li>● Good Written and verbal English communication skills.</li> <li>● Strong data analysis and problem-solving skills and the ability to multitask.</li> </ul>	



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- Able to present content in a readable manner appropriate for multiple audiences.
- Ability to work effectively with internal stakeholders to meet project deadlines.
- Keen attention to detail.

### ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so

Have a very high level of personal and professional integrity and trustworthiness

Have a strong work ethic, take initiative, and require minimal direction

Work well independently as well as part of a team

Thrive in a fast-paced and fun environment

#### Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa

Be part of a highly-motivated nonprofit organization run entirely by volunteers

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization

Have the opportunity to see your ideas and contributions implemented

Build your resume and gain references for future employment opportunities

#### Compensation:

This is an unpaid, volunteer position.

The position is part-time with an expectation of 10 hours of work per week.

Owner:

Shirley West

Date:

December 31, 2018