

Area of Volunteer Assistance: Administrative

Title: Process Improvement Mentor

Location: Phalombe, Malawi, Africa

Age Requirement: Professional

Mission: To empower the EKARI Foundation team by assessing their assets, capacities, and needs.

Need: The EKARI Foundation strives to follow best industry practices and constantly improve our processes.

Purpose: The purpose of a Process Improvement Mentor is to evaluate the EKARI Foundation team's office processes and provide recommendations for improvement as well as provide administrative support.

Key Responsibilities: Responsibilities include, but are not limited to the following activities.

- Evaluate current field office processes
- Evaluate current communication and reporting between Malawi and U.S. offices
- Provide recommendations for improvement of project management tools, reporting, communication, budgeting, etc. between the Malawi and U.S. offices
- Assist with daily office activities

Report to: Malawi In-Country Director

Qualifications: 5 years professional experience with process improvement. Volunteer has a background of excellent people skills, problem-solving ability, and dependability.

Support: Cultural sensitivity training for this position will be provided.

Length of Appointment: Minimum 3 months

Why 3 months?

The EKARI Foundation believes that sustainable and lasting change occurs when local community members are empowered and supported to be change makers in their own communities. We believe that local community members have the potential to emerge from poverty through their own efforts and that our volunteer positions are designed for volunteers like you to come alongside communities, in humble service, to assist in harnessing that potential.

The EKARI Foundation further believes that handouts and short-term time commitments create dependency from local community members on outside support and can minimize the communities EKARI aims to serve by neglecting to account for the skill, talent, knowledge, and resources communities have to contribute. EKARI's approach is to encourage local community members to discover their potential and contribute to the development and success of their community, demonstrating that they have worth and something of value to share.

The time commitment that you pledge to as a volunteer for the EKARI Foundation sends a message to the local community that they are worth investing in; that you want to learn from them and empower them to be change makers in their community. The yield with this approach is sustainable change.

Time Commitment: Four to five days a week for six to eight hours a day depending on need. Volunteers are allowed and encouraged to take three-day weekends or one week-long holiday to tour and experience Malawi as time allows.

Documentation Requirements: Volunteer must complete a criminal background check or provide a police clearance certificate from country of origin, sign child protection policy, and sign waiver of release and liability.

Post Volunteer Expectations: The EKARI Foundation expects that our volunteers will be our biggest advocates within their communities subsequent to their volunteer experience. To spread awareness, volunteers are required to support EKARI through social media channels such as Facebook, Twitter, or by blogging. Financial contributions from volunteers or from their communities are highly appreciated.

We also highly encourage volunteers to blog or post to social media outlets like Facebook and/or Twitter during their volunteer experience.