



THE GLENN FAMILY
FOUNDATION
854 Custer Street,
Valley Stream, NY 11580
United States of America

THE GLENN FAMILY
FOUNDATION
#3 Blackford Street,
Cantaro Village, Santa Cruz
Trinidad and Tobago

THE GLENN FAMILY FOUNDATION is seeking our first Youth Ambassador to support the growth of our FemPowerment Academy. This Youth Ambassador will shadow both the Senior Program Coordinator as well as the Assistant Coordinator.

POSITION TITLE: FEMPOWERMENT YOUTH AMBASSADOR

DEPARTMENT: Executive Office

SUPERVISOR: Josanne Prescod, Senior Program Manager

JOB TYPE: Part-time (15 hours per week), Temporary, Intern (paid), Remote*

LOCATION: N/A

REMUNERATION: \$100.00 USD /month Stipend
6 Months

INTERNSHIP SUMMARY: The Glenn Family Foundation is seeking a temporary, part-time Youth Ambassador to join their team for a one-year assignment as part of the FemPowerment program. Working closely with the FemPowerment Assistant Coordinator, the Youth Ambassador will play a crucial role in arranging, preparing for, and managing outreach opportunities to support the program's recruitment efforts.

Additionally, the Youth Ambassador will provide administrative support to the Senior Program Manager for the Glenn Family Foundation, particularly in relation to the FemPowerment support group and supportive services. This includes assisting with clerical tasks and engaging in strategic communication activities.



The ideal candidate for this position is a recent secondary school graduate residing in Trinidad, who is highly motivated to develop a diverse range of professional skills, including clerical competencies and strategic communication abilities.

As the Youth Ambassador, you will be expected to travel throughout Trinidad and Tobago, coordinating direct services and collecting resources for program enrollees. This will involve fostering positive relationships with participants and ensuring their needs are met effectively.

RESPONSIBILITIES:

Responsibilities for the Youth Ambassador in the FemPowerment program may include:

- Shadowing Program Coordinators: Assist and learn from the Program Coordinators in various tasks related to program management, outreach, and recruitment, gaining valuable insights and hands-on experience.
- Maintaining a list of contacts: Keep an organized database of program participants, community partners, and other relevant contacts, ensuring accurate and up-to-date information for effective communication and follow-ups.
- Traveling to program sites: Visit various locations throughout Trinidad and Tobago to support program activities, including recruitment events, workshops, and meetings, representing the FemPowerment program professionally.
- Assist in maintaining and organizing schedules, appointments, and meetings for the Program Coordinators, ensuring efficient time management and coordination.
- Documentation and report preparation: Assist in preparing reports, presentations, and other documents as needed, ensuring accuracy, clarity, and adherence to deadlines.
- Help coordinate travel arrangements for the Program Coordinators, including flights, accommodations, and transportation, ensuring smooth travel experiences.
- Community outreach: Assist in planning and executing outreach activities to promote the FemPowerment program, such as attending community events, distributing promotional materials, and engaging with potential participants.
- Client relationship management: Build and maintain positive relationships with program enrollees, providing support, guidance, and ensuring their needs are addressed effectively.
- Community partner coordination: Collaborate with community partners, such as schools, organizations, and local authorities, to



strengthen partnerships, coordinate joint initiatives, and maximize the program's impact.

- Support program implementation: Assist in implementing program activities, such as workshops, support groups, and events, contributing to a positive and inclusive environment for program participants.
- Data collection and analysis: Help collect and analyze relevant data and feedback from program participants, contributing to program evaluation and improvement efforts.

Please note that the specific tasks and responsibilities may vary depending on the organization's needs and the nature of the FemPowerment program.

NOTES :

A signed copy of their approved log-sheet will be provided along with their performance review with each payment.

**QUALIFICATIONS
AND OTHER
REQUIREMENTS :**

Secondary school graduate

TO APPLY :

Send your COVER LETTER and RESUME to the following e-mail address:
INFO@THEGLENNFAMILYFOUNDATION.ORG