

BASIC NEEDS TRUST FUND (BNTF)

Number of Placements: 2

Placement Site: Basseterre, St. Kitts

URL: <http://www.bntfskn.com>; <http://www.caribank.org>

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

In addition to the tasks outlined below, the interns will also have the opportunity to have additional experience working with the other Departments within the Ministry, such as

- Gender Affairs - project development and monitoring along with research and reporting for regional and international reports.
- Probation and Child Protection - assist with the implementation of the juvenile justice reform agenda including programs and activities for at risk youth.
- Social Services and Community Development - programme development and evaluation and community outreach and development.

Specific tasks will include:

- Liaising with Community Liaison officer
- Conducting Transect Walks
- Preparing Drafts Community Needs and Asset Assessment
- Preparing Draft Project Proposals
- Conducting Community Meetings
- Drafting letters to organizations
- Liaising with other stakeholders
- Conducting interviews and reviewing documents
- Assisting with Social Media marketing of the Fund

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: 8am to 4pm, Monday to Friday

Qualifications/skills required:

- Effective communication skills
- Mobilizing and organizing skills
- An ability to interact with persons across all social backgrounds
- Leadership skills
- Writing skills
- Ability to work alone or as a member of a team
- Excellent organizational and time management skills
- Experience using or knowledge of results-based management is an asset.

Language requirements:

English

Highlights of Organization/background information:

The BNTF Program is a Poverty Alleviation Program funded by the Government of St. Kitts-Nevis, the Caribbean Development Bank and the Canadian International Development Agency. Projects are funded in Education and Human Resource Development, Basic Access and Drainage and Water and Sanitation