



**Do you believe that underprivileged children can shine academically?  
Would you be energized to have the resources available to see them soar?**

**Food for Hungry Minds Schools, Inc.** is a non-profit organization which aims to provide high-quality, holistic education to underprivileged but deserving students in Grades 4 to 6. We link local and regional resources to develop high-performance educational interventions for upper elementary grades – giving a community's poorest children the opportunity to succeed academically, dream of a better life, and serve others. Scholarships are provided to qualified alumni in high school and college.

Our primary beneficiaries are children from poor families in depressed communities of Paco, Pandacan, San Andres, Sta. Ana, and Leveriza in Manila and the resettlement area of Bangkal in Malolos, Bulacan.

Current accreditations include DepEd Recognition, Philippine Council for NGO Certification Donee Institution Status, 2023 (5 years), and US IRS 501 (c)(3). Other partnerships include Ayala Foundation's CENTEX, Families & Children for Empowerment and Development (FCED) and KPMG R.G. Manabat & Co.

We are in need of a social worker and scholarship coordinator who wants to work as part of a team that is continuously learning cutting-edge best practices to enable disadvantaged students to thrive. Office location is in Pasay, work requires both onsite and offsite reporting.

## **Social Worker & Scholarship Coordinator**

(Communities in Manila)

### **JOB SUMMARY**

- Maintains and develops relationships among Hungry Minds stakeholders – scholars & their families, HM Team, partners, benefactors & friends;
- Identifies and, if able and necessary, addresses needs of scholars in order for them to succeed.

### **RESPONSIBILITIES:**

- Strengthens home-school partnership by working with educators, parents, and other members of the community to design, create and deliver services and activities to help scholars succeed;
- Maintains and develops linkages with other organizations to secure resources and provide assistance to scholars' needs;
- Organizes activities for scholars and families to reinforce partnership within the community and foster development of Hungry Minds esprit;
- Provides timely feedback to stakeholders;
- Reports academic performance and relevant information to authorities to help in the education and development of each scholar;
- Conducts case management and maintains records of home visits, case conferences, meetings with parents and/or school authorities, etc.;
- Conducts development and formation activities for the families, including parenting, and values education, and livelihood sessions;
- Assists and provides inputs in the set up, assessment and validation of programs;
- Performs administrative functions for programs including, coordination and distribution of allowances and other forms of support for all scholars;
- Undertakes other duties as required.



## SKILLS

- Mentoring and coaching skills
- Training design, creation, and delivery skills for authentic learning
- Ability to work with and influence people within an organization
- Effective communication skills– verbal and written, delivered with enthusiasm and impact
- Fluency in both English and Filipino languages
- Ability to work in a small highly motivated team in a collaborative way and to share information, skills and insight with colleagues
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and Zoom

## REQUIREMENTS:

- A heart for the poor, a strong sense of commitment, ability to work well in teams
- College degree in Social Work, Psychology, Education, Social Development or equivalent
- Social Work License preferred
- Strong interpersonal skills and good sense of humor
- Willing to work extended hours when necessary
- Prior involvement in voluntary outreach activities/community service is a plus (e.g. church, community programs, etc.)
- Position based in Pasay City but willing to do regular work in communities in Manila
- Full-Time position available

**This is an URGENT requirement. Preference will be given to candidates who APPLY ONLINE. Interview invitations may be sent via e-mail so please check your e-mail regularly. If interested, please email your cover letter and resume to [ameliapandrey@gmail.com](mailto:ameliapandrey@gmail.com). Indicate job position in the subject.**