



Global Community Fellowship

Graduate Outplacement Coordinator Position Description at Education for Friendship Foundation (EFF)/ Minmahaw School

Overview

The Global Community Fellow plays a critical role in supporting capacity-building, education, and training initiatives of local institutions designed to address specific needs and challenges in the local community. By working directly with communities, Fellows gain hands-on experience with organizations in Asia using creative and innovative methods to address critical social challenges while applying their knowledge and skills to further grassroots social change.

Post Summary

There will be one fellow working as Graduate Outplacement Coordinator at Education for Friendship Foundation (EFF). In this role, the Fellow will provide support to students regarding their academic plans, career goals, and assist students in meeting their graduation requirements, as well as provide tutoring service on an appointment basis. The Fellows will report directly to the General Manager/CEO of the Education for Friendship Foundation (EFF).

In this position, the Fellow will have the opportunity to:

- Develop and expand the Student Mentoring Program within the Minmahaw and BHSOH programs, supporting students in CV preparation, essay writing and interview skills.
- Expand and systemize the career counseling network for graduate outplacement and conduct research on university scholarships and other higher education opportunities for Minmahaw and BHSOH students
- Research and organize contact database for local employment opportunities that are suitable for Minmahaw and BHSOH graduates
- Construct an alumni network database for our student graduates, to facilitate further contact after leaving the school
- Teach part-time a few hours per week (hours can be negotiated depending on individual workload and other responsibilities).
- Provide opportunities for Myanmar youth to develop the necessary skills to be change agents in their communities.

By working with the staff at EFF, the Fellow will have the opportunity to support a rapidly growing educational institution in nurturing competent and skillful future leaders.

About the Partner

The **Education for Friendship Foundation (EFF)** was registered with the Thai government in 2013 to provide legal and financial services for Burmese educational programs on the Thai-Burma (Myanmar) border. **EFF** supports three different educational programs (BHSOH, MHEP, & Minmahaw School) for children of refugees and migrant workers in the Mae Sot area. These programs are funded by international NGOs such as the [Child's Dream Foundation](#), as well as by former teachers and supporters from abroad.

Boarding High School for Orphans and Homeless (BHSOH) is a K-12 school "Migrant Learning Center" in Mae Sot, offering primary and secondary education in Burmese, Thai and English for 500+ children of migrant workers living in poor conditions in a farming and factory district outside of town. The school was founded in 1999 by U Khaing Oo Maung, a high school principal in Yangon who had followed his students into the forest and then into Thailand after the 1988 nation-wide uprising against the Burmese military dictatorship. "Our purpose was also to care for those unfortunate children whose parents were jailed or executed by the military regime." Starting with 30 students in a rented house, the school's popularity grew, and this year they moved into a new campus that they will eventually share with Minmahaw. BHSOH graduates enter the local economy directly, or go on to vocational training, or attend higher education and university programs.

Minmahaw Higher Education Program (MHEP) is a one-year intensive English-language university preparation program. MHEP is a one-year intensive study and boarding program, which prepares students to take the US General Education Development (GED) exam, to obtain an international high school equivalency certificate, which allows them to apply to universities with English language bachelor programs. The MHEP coursework, taught by professional foreign and Burmese teachers, focuses on providing the necessary skills to study at international universities. Students who show the necessary academic skills but are not able to get a government accreditation from their informal boarding schools, and therefore not able to apply to university, are our main priority. Most of our graduates obtain scholarships to Thai universities, but some are studying in Hong Kong, Bangladesh, US, Vietnam, the Philippines and India. They have been consistently successful in their university studies, and some have returned to teach at our MEF programs. This program is fully supported by Child's Dream.

Minmahaw School is a post-secondary boarding school for socio-politically, educationally and/or economically underprivileged Myanmar youth aged between 17 and 23 years old, based in the town of Mae Sot, in the Thai-Myanmar border. All students are coming from migrant learning centers and refugee camps in Thailand. Minmahaw introduces students to an international-style experiential education taught by foreign and local volunteers in an immersive English environment. Students have demonstrated an outstanding commitment to studies and leadership as well as the willingness to improve their communities.

The Minmahaw Education Foundation (MEF), nowadays named as Education for Friendship Foundation (EFF) board recognised that not every student at Minmahaw School could, or needed to, attend University and so Vocational Studies were introduced as one of the core subjects. All students attend at least one Vocational Studies as well as a Careers lesson per week. In response to needs changing over the years, Minmahaw School has been incorporating and adapting different courses such as Summer School and Teacher Education.

About the Location

The Education for Friendship Foundation and the Minmahaw School campus is located in Tak Province, Thailand, in the district of Mae Sot. Our donor Child's Dream is building a new campus for our schools in a semi-rural farming and factory district about 7 kilometers north of Mae Sot city, accessible from the Mae Ramat highway.

To contextualize the situation of Myanmar, the country gained its independence from the British in 1948 and has been under political instability for many years. A military dictatorship took over in 1962 and brutally ruled the country until 2010. People were left impoverished, endured a lack of freedom, and lived through the longest civil war in the world. Due to insecurity, hundreds of thousands of people from the country fled to neighboring countries, including Thailand.

U Than Htut, a political prisoner who, after finally being released from prison, fled to Mae Sot. He saw the need for other political prisoner's children to be able to continue their studies in a safe and secure place. So, with a small international coalition, Minmahaw School was formed in 2007. Meanwhile, many refugee camps, migrant learning centers, and non-government organizations (NGOs) and Community based organizations (CBOs) were established along the areas of the Thai-Myanmar border. One of these was BHSOH (mentioned above), a K-12 Migrant Learning Center established by U Khaing Oo Maung in 1999, which later collaborated with Minmahaw to create the Education for Friendship Foundation to provide legal, financial, and social services for the schools at the Thai national level.

While initially started to serve political prisoners' children and other refugees in and around Mae Sot, the demographic of Minmahaw and BHSOH students has changed. The majority of Minmahaw and BHSOH students are coming from families that cannot afford to support their children's education. Every student has a different and fascinating story to tell. Many families fled to Mae Sot to look for job opportunities that offer higher stipends and provide more sheltered conditions that are safe and sound. Other families moved or sent their children to the refugee camps for stability, safety, and education. While others left Myanmar to find refuge because of their political involvement against the military regime. All these families have something in common: look for a brighter future for the new generation.

Mae Sot is a small town located in Tak Province, 87 km from the city of Tak, 350 km from Chiang Mai, and 492 km from Bangkok, and shares a border with Myanmar to the west. Because of its

proximity and close trade relationship with Myanmar, there is a significant population of Burmese migrants and refugees in Mae Sot.

Since the February 2021 coup, an even greater number of individuals and organizations have moved to Mae Sot. This multicultural environment provides exposure to both Thai and Myanmar cultures and languages. Mae Sot has a tropical savanna climate, meaning that winter and spring are dry and warm, with temperatures rising to 98°F. The monsoon season runs from May to October with heavy rain.

Position Responsibilities

Graduate Outplacement Coordinator

Responsibilities:

- Research and communicate with all potential higher education institutions and training programs that would be suitable for our graduates, help students select and apply for these programs, including scholarships
- Research and communicate with all potential career employers, both local and throughout Thailand, help students select and arrange interviews for appropriate jobs.
- Research and communicate with all potential internships/study programs/volunteering possibilities that would be suitable for our students and assist with follow-up.
- Counsel students regarding all after-graduation options.
- Establish and populate a database for employment opportunities and for alumni contacts

Teacher/Class Instructor

Responsibilities:

- Teach English (& or other subjects) Reading & Writing based on the GED curriculum. (2-3 hours/week).
- Create lesson plans and teaching lessons.
- Provide academic feedback and assist with university applications, writing recommendation letters for students if requested.
- Create, proctor, and grade semester exams.

Eligibility Requirements

- Bachelor's degree or Advanced Degree in education, HR, social work, or similar area
- US citizenship or residency not required, but US citizenship may facilitate the visa process
- Experience in Curriculum Development, School Management, University Admission, Border Area Employment
- Language skills: English (fluent), Burmese and Thai not required but basic Burmese/Thai skills and interest in learning the language preferred.
- Teaching, training, or tutoring experience
- Experience or strong interest in supporting Myanmar's young people

Preferred Qualifications

- Academic Advising and Tutoring
 - Experience facilitating in an online space
 - Experience working with youth or English language learners
 - Familiarity with or willingness to learn advising and counseling techniques
 - Background in liberal arts and science education
 - Experience leading one-on-one or small group sessions that cater to the academic needs of students
 - Experience developing or leading workshops. Potential workshop topics include academic integrity, data visualization, logical reasoning, etc.
- General
 - Demonstrated computer proficiency (G-Suite and other educational apps)
 - Strong organizational skills; ability to work independently and in a team
 - Familiarity with database implementation
 - Flexible and able to support with unexpected changes
 - Ability to serve as an effective bridge between multiple stakeholders
 - Strong interest in and/or experience working with social issues in Asia or the US
 - Strong oral and written communicator, especially in cross-cultural contexts; comfortable working with English language learners
 - Familiarity with refugee, migrant, or internally displaced populations, particularly in Thailand

Professional Development

Fellows have the opportunity to develop and strengthen many transferable skills, including:

- Mentorship - Develop peer and expert mentoring relationships with students and collaborators; give feedback, share resources, and connect to new networks
- Facilitation - Design and facilitate training sessions for small and large groups
- Project management - Utilize frameworks including logic models and need-finding tools; help ensure projects reach development milestones
- Cross-cultural Skills - Deepen understanding of social change initiatives in a new cultural context
- Team Development - Support teams in navigating conflict and building effective collaboration practices
- Sustainability - Learn how to think critically about the three pillars of sustainability (people, planet, profit) in the context of social impact initiatives
- Virtual/Hybrid Work Skills - Learn how to build relationships in a virtual and distributed environment; Help teams manage time effectively when accommodating different time zones and work styles; use tools for effective remote work (Slack, content & community building platforms, etc.)