**Education Field Coordinator - Buleleng, North Bali**

Be part of a great cause! An exciting role in education development and training with Bali’s most influential education NGO. Based in North Bali (Banjar, Buleleng). The position requires travel throughout Bali and Lombok regions.

**Duties:**
- Coordinate the education team (with 4 curriculum developers, 5 project areas, and 50+ primary-high school teachers)
- Develop and maintain good relationships with headmasters and school teachers at more than 60 schools in Bali and Lombok.
- Report training needs to the Education Development Coordinator. Assist in designing and delivering effective teacher training to both primary and secondary level programmes within all Foundation learning streams and all project areas.
- Assist maintaining Training schedules across projects and curricula.
- Contribute to the continuing development of Remedial Literacy and Numeracy (Grade 1-3) curriculum and delivery.
- Contribute to the continuing development of English as a Foreign Language (Grade 4 to Year 12) curriculum and delivery.
- Contribute to the continuing development of STEM (Grade 4-6) curriculum and delivery.
- Observe and team-teach with English as a Foreign Language, STEM and Literacy & Numeracy teachers and give workshops as part of their CPD (Continued Professional Development).
- Propose MoU and maintain relationships with government officials in education regional departments.
- Supervise new education projects and work closely with the Project Coordinator to ensure the maintenance of existing BCF facilities in the schools.
- Maintain and organize database entry and enrollment with teachers and admin staff.
- Generate a monthly teacher salary roster and report it to the Administration team.
- Check and evaluate weekly students’ attendance and scores in 60+ schools.
- Make education project budgets for review by management.
- Advising job vacancies, and being part of the hiring team. Monitor training schedules for new teachers.
- Propose and open new education projects based on BCF’s SOP (Standard Operational Procedure).
- Prepare weekly reports on Curriculum updates and teacher training.
- Work closely and report to the Education Development Coordinator and Operational Manager.
- Other duties as assigned by management.
Minimum Requirements:

General:
- Strong interpersonal skills
- Tech savvy (spreadsheets, written documents, computer, email, powerpoint, etc)
- Able to work independently and cooperatively
- Excellent communication skills both verbal and written
- Multi-tasker and organized
- Willing and able to travel frequently and sometimes on short notice (including boats, airplanes)
- Ability to drive a motorcycle (car a bonus)
- Patient temperament and ability to adapt to change
- A good level of fitness

Special requirements:
- S1 or higher degree in Education
- Excellent written and spoken English
- Strong knowledge in following areas:
  - English as a Foreign Language
  - Literacy and Numeracy
  - STEM
  - Indonesia National Curriculum (all levels)
  - Government hierarchies in Education Departments both National and local

- 3 years experience in following areas:
  - Teacher training development and delivery
  - Curriculum development

Please contact Nathan Tew at nathan@balichildrenfoundation.org

Attractive salary package to match applicant’s skills.