



Sustainable Community Development through Education

Name:

Date of Birth:

Nationality:

Gender:

Address:

Permanent:

Current:

Telephone:

Mobile:

Home:

Work:

Other:

Preferred Email(s):

Social Media (optional):

Facebook:

Instagram:

Twitter:

Messaging:

Facebook Messenger:

Viber:

WhatsApp:



Sustainable Community Development through Education

Education:

Highest Education Level:

University/School(s):

Work/Volunteer Experience: (Please attach CV/Resume if relevant)

Language (s):

Spoken:

Written:

Read:

How did you hear about Hoste Hainse?



What are you interested in doing?

Office Based

Website Content Writer: The Hoste Hainse website needs constant maintenance, especially with the fast pace that the organization is moving at. You will interact with Hoste Hainse management as well as operations to find out what is happening on various fronts (projects, prospectives, policies, roadmap, etc.), and update website content accordingly.

Networking Liaison: Hoste Hainse is constantly approached by other organizations for collaboration, and we do not want to miss out on prospective synergies. You will follow up on prospective leads, discuss with the other organizations possibilities of working together, and update the Hoste Hainse networking e-roster with discussion/meeting outcomes.

Proposal Writer: There are hundreds of grants out there that Hoste Hainse can apply to, and we want to take full advantage of those opportunities. You will explore grants that Hoste Hainse qualifies for and write proposals.

Artifact Organizer: With 25+ years of history, Hoste Hainse has a lot of artifacts (documents, photos, etc.) that we almost all lost during an office fire in December 2014. These artifacts need to be organized by year and by project to unlock a rich history that we can benefit from, both for future projects as well as networking. You will organize these artifacts to run the Hoste Hainse office more efficiently.

Office Assistant: As with any office, there is a constant need for photocopying, binding, organizing, etc., of documents, brochures, folders, etc. You will contact board members and other individuals for various tasks such as organizing meetings, conference calls, etc. During meetings and conference calls, you will take minutes and format notes. You will help out with office work as needed.

Accounting/Finance Assistant: The Hoste Hainse Finance Department is one person, and as an organization that brings in and disburses about \$150,000 a year, there is a lot of accounting/finance work that the finance department is always stretched to finish. You will help out with finance work as needed.

Auditor: With aid work comes responsibility as well as accountability. There are hundreds of checks and balances, not only internally at Hoste Hainse, but also at the national level, especially with the Social Welfare Council, the Tax Office, as well as local VDC's (Village Development Committee's). You will identify compliance issues and help mitigate them.



Field Based

Teacher- Primary/Secondary: Hoste Hainse runs four schools in Sarlahi and is involved in running three more schools in Jhapa, Nawalparasi and Bajura. The need for teachers is never-ending, especially English language teachers, as students in rural Nepal still struggle with English as a second language. Math and Science teachers are also needed, although the teaching medium is Nepali.

Teacher- College (Bachelor's Level): Hoste Hainse is collaborating with a public Bachelor's Level College in Kathmandu that caters to underprivileged students who attend college at a subsidized rate. English, Math and Science teachers are needed.

Create Your Own

Create Your Own Volunteer Position: Since Hoste Hainse is a fast-paced organization, there is always work; there are always opportunities, and if you are proactive, after attending a couple of meetings you can quickly come up with a task you may be fruitful at. Interact with Hoste Hainse management as well as operations, observe, and come up with your own ideas on how you can help.

Privacy Statement:

The personal information on this form is being collected for the purposes of recruiting, evaluating, and selecting volunteers to work in Hoste Hainse.

By signing this form, I attest that the information supplied is true and accurate. I understand that submitting this application form does not automatically register me as a volunteer, but that there is a selection process.

Signature:

Name:

Date: