

Vacancy Announcement

Job Description: Child Development Support Coordinator

Organization: Silver Lining Missions

Location: Yangon/ Pyin Oo Lwin/ Nyaung Shwe

Position Type: Full-Time

About Silver Lining Missions

Silver Lining Missions is a Christian charity organization dedicated to serving the most vulnerable children. Our mission is to provide holistic care and development to children, helping them thrive and reach their full potential. We are committed to creating a loving and supportive environment that reflects our core values of compassion, faith, and service.

Job Summary

We are seeking a passionate and professional **Child Development Support Coordinator** to join our team. This position plays a vital role in enhancing the quality of our programs through developing the capacity of staff and children, supporting programs operation, as well as connecting resources to support the ministry. The ideal candidate will affirm our organizational mission and core values, love children—especially those from vulnerable backgrounds—and demonstrate a heart of service and dedication to holistic development.

The role also involves working closely with the international office manager and local project officers to improve program quality and strengthen capacity-building efforts.

Key Responsibilities

1. Capacity Building for Staff

- Design and implement training programs to build the capacity of staff in providing holistic care and development for children.
- Equip staff with skills and knowledge in areas such as children's holistic development, protection, psychosocial support, trauma-informed care, photo and video taking and activity design, etc.
- Provide ongoing coaching and mentorship to staff to ensure effective implementation of training.

2. Holistic Development for Children

- Plan, deliver or facilitate training programs for children to foster life skills, self-protection, psychosocial abilities, interest, leadership, career skills and holistic development.
- Develop and implement activities and workshops to help children grow emotionally, socially, and mentally. Support activities that nurture children spiritually.
- Support program related activities, including but not limited to Child Sponsorship, relief, etc. as needed.
- Monitor and evaluate the progress of children and adapt programs as needed.

3. Resource Networking and Collaboration

- Identify and connect with external trainers, coaches, counselors, NGO networks, and other resources to enhance the ministry and the well-being of children.
- Build partnerships with like-minded organizations and individuals to strengthen program delivery.
- Organize and facilitate collaborative initiatives with external stakeholders.

4. Media and Communication Support

- Take photos and videos of projects and events to document the work of the organization.
- Translate materials or provide interpretation for various occasions as needed.
- Assist with creating reports and other communication materials for donors and stakeholders.

5. Donor and Visitor Support

- Support donor visits by organizing itineraries, preparing materials, and assisting with logistics.
- Serve as a liaison to ensure a meaningful experience for donors and visitors.

6. Other Duties

- Undertake any additional responsibilities assigned by the supervisor.
- Support the broader mission of Silver Lining Missions with flexibility and dedication.

Qualifications

Required:

- A strong commitment to the mission and core values of Silver Lining Missions.
- A heart for serving children, especially those from vulnerable or challenging backgrounds.
- A bachelor's degree in social work, psychology, education, or a related field.
- Experience in capacity building, training, or program development.
- Excellent communication and interpersonal skills.

- Fluency in English and Burmese; ability to translate materials and provide interpretation when needed.
- Basic skills in photography and videography.
- This position requires travel approximately 30–40% of the time or more, depending on the needs of the organization. Candidates must have the flexibility and willingness to travel as needed.

Preferred:

- Experience working with vulnerable children or in a trauma-informed care setting.
 - Knowledge of holistic child development approaches, including life skills and psychosocial support.
 - Proven ability to network and collaborate with external organizations and stakeholders.
 - Familiarity with Christian ministry and mission-driven organizations.
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Personal Attributes

- A loving and compassionate heart for children.
 - Ability to treat children with respect, dignity, and special care.
 - Strong sense of responsibility and integrity.
 - Adaptability and willingness to take on diverse tasks.
 - Team-oriented mindset with a collaborative spirit.
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Compensation and Benefits

Compensation and benefits will be determined based on the candidate's qualifications, experience, and alignment with the role. These details will be discussed during the interview process.

Application Process

Interested candidates are encouraged to submit the following:

1. A cover letter detailing your alignment with the mission and values of Silver Lining Missions.
2. A current resume/CV.

Applications can be sent to haisheng@slm.asia by 31st May 2025 with the subject line: "Application for Child Development Support Coordinator."
