**Title: Scholarship Associate**

**Summary:** The Scholarship Associate is responsible for directly establishing and managing a secondary school scholarship program for vulnerable adolescent girls through Lubuto Library Partners. The scholarship program is a component of a broader project to keep adolescent girls in secondary school, funded through the DREAMS Innovation Challenge and carried out through LLP’s three Lusaka libraries.

**About Lubuto Library Partners:** Lubuto provides an open system of libraries and accessible services and works with colleagues in Africa to build their capacity to serve young people through public libraries. Our mission is to empower African children and youth and help them develop the knowledge and skills to reconnect with their culture and community and participate fully in society.

Lubuto constructs enduring, indigenously-styled open-access libraries stocked with comprehensive collections of well-chosen books and appropriate technology. These libraries serve as safe havens and are the center for Lubuto’s outreach and programs, which offer education, psychosocial support and self-expression through reading, music, art, drama, computers, mentoring and other activities.

More than 80,000 children have visited Lubuto libraries over three quarters of a million times in disadvantaged communities in Zambia.  More information about us can be found at [Lubuto.org](http://www.lubuto.org/home).

**Primary Responsibilities:**

-Independently builds and maintains a scholarship documentation system;

-Works with LLP staff and outside organizations to establish scholarship eligibility criteria;

-Collaboratively identifies secondary school scholarship recipients with aid of Library Managers and other staff;

-Conducts an educational needs assessment with each recipient and his/her parent(s)/caregiver(s);

-Maintains ongoing relationships with area government schools and locates a suitable school place for each scholarship recipient;

- Works with the Finance Manager to manage scholarship budget

-Works closely with LLP’s Communications Manager to support a social-media-based crowdsourced funding campaign;

-Tracks progress (academic and attendance) of scholarship recipients and routinely follows up with schools, teachers, recipient, and recipient’s parent(s)/caregiver(s) to address areas of concern

-Maintains familiarity with other local scholarship providers (e.g., NGOs, school-based scholarships, private scholarships) and assists applicants through Lubuto Libraries as appropriate

**Education:**

* A Bachelor’s degree in Library and Information Science, Social Work, Education or related fields;
* A Diploma with relevant work experience will also be considered.

**Experience:**

* Previous work experience with vulnerable children and youth is highly desirable

 **Skills and Abilities:**

* Embraces the mission of Lubuto Library Partners.
* Demonstrates strong interpersonal and organizational skills, is attentive to detail
* Communicates effectively with diverse audiences, e.g., youth, parents/caregivers, educational administrators, civil society organizations, both orally and in writing
* Is a “self-starter,” driven to develop and maintain systems and network relationships.
* Organizes and leads efforts, and consistently “follows through” on tasks and goals.
* Displays a positive attitude, shows concern for people and community, and demonstrates presence, self-confidence, common sense and good listening ability.
* Cares deeply about advancing the educational status and rights of young people in substantially disadvantaged communities.

**Position Location:**

* The Scholarship Manager will be based in LLP’s Lusaka office (Kabulonga), but will spend approximately 70% of working hours in the field (e.g., at Lubuto Libraries in Garden, Kamwala, and Lusaka West, visiting local schools).

**Compensation:**

* Salary will be commensurate with experience and qualifications.

**How to Apply:**

* Submit a cover letter highlighting your specific qualifications for this job, your salary history/requirements, and resume with three traceable references to zambia@lubuto.org stating the position you are applying for in the Subject line;
* Include contact information including a phone number in your application;
* Applications not including all of the above will not be considered;
* Applications close on September 23rd, 2016.