

Purpose-Driven Volunteer Opportunity

Position: Program Report Writer

Organization: Universal Outreach

Location: Remote with a yearly trip to Liberia

Contact: Landis Wyatt, landis@uoutreach.org

About Us:

Universal Outreach is a dynamic, results-based non-governmental organization dedicated to education and economic development. We are committed to creating positive change in the communities we serve by implementing effective programs and initiatives.

Job Overview:

We are seeking a Program Report Writer to play a pivotal role in summarizing and communicating the successes of our programs to our valued donors. This position will involve crafting comprehensive program closure reports—in collaboration with our Liberian-based team members—that highlight achievements, impact, and lessons learned. while effectively engaging with donors to ensure transparency and foster ongoing support.

Key Responsibilities:

- Conduct in-depth program evaluations and gather data from various sources to assess the overall success and impact of NGO programs.
- Collaborate with program managers, coordinators, and field staff to collect relevant information, case studies, and success stories.
- Create well-structured, data-driven program closure reports that effectively communicate program achievements, challenges, and lessons learned.
- Ensure program reports adhere to industry standards and comply with donor reporting requirements.
- Proofread co-worker's reports and make suggestions on ways to improve them.

Qualifications:

- Relevant experience and/or a degree in a related field (e.g., Communications, International Development, Social Sciences).
- Proven experience writing comprehensive reports, preferably in the non-profit or international development sector.
- Exceptional written and verbal communication skills, with the ability to distill complex programmatic information into clear, accessible narratives.
- Strong project management skills, including the ability to coordinate with multiple stakeholders to gather data and information.
- Proficiency in data analysis and visualization tools is a plus.
- A commitment to the mission and values of Universal Outreach.

Application Process:

Interested candidates are invited to submit their resume, a cover letter outlining their relevant experience, and a writing sample of a program report they have authored. Please send your application materials to Landis Wyatt, landis@uoureach.org

We encourage applications from candidates of all backgrounds and experiences who share our passion for positive social change to apply.

Application Deadline: October 31, 2023