

Opportunity to be a Part of our Team Working to Advance Education in Liberia

Universal Outreach is currently seeking a dedicated and detail-oriented individual to join our team as a **Scholarship Coordinator for the Bright Star Scholarship program**. This position is based out of the Strive Community Resource Centre in Paynesville, close to Rehab Junction.

The successful candidate will be responsible for overseeing all aspects of the scholarship program, from promoting opportunities and engaging with potential candidates to managing the application process and communicating with donors. The Scholarship Coordinator will play a crucial role in identifying deserving individuals and facilitating their access to educational opportunities through the Bright Star Scholarship program. [Learn more about Universal Outreach.](#)

Responsibilities:

Program Management:

- Manage the application process for the program with supervision from the UOF Country Director.
- Create and maintain a comprehensive database of Bright Star Scholars.
- Collaborate with internal and external stakeholders to ensure effective execution of the Bright Star Scholarship program.

Application Process:

- Provide guidance to applicants on the process, eligibility criteria, and required materials.
- Review and evaluate submitted applications for completeness and adherence to Bright Star Scholarship guidelines.
- Respond to inquiries and provide support to Bright Star Scholarship applicants throughout the application process.

Selection and Award Process:

- Coordinate with Bright Star Scholarship selection committees or panels to ensure a fair and transparent evaluation process.
- Communicate decisions to successful and unsuccessful Bright Star Scholarship applicants in a timely and sensitive manner.

- Facilitate the disbursement of Bright Star Scholarship funds and ensure compliance with established procedures.

Reporting and Documentation:

- Maintain accurate records of Bright Star Scholarship applications, awards, and related communications.
- Generate reports on Bright Star Scholarship program outcomes, including the number of applicants, demographic data, and success stories.
- Provide regular updates to management and stakeholders on the status of the Bright Star Scholarship program.
- Manage communications with international donors in collaboration with Universal Outreach Canada.
- Cultivate relationships with educational institutions, community organizations, and potential Bright Star Scholarship applicants.

Qualifications:

1. Bachelor's degree in a relevant field.
2. Proven experience in scholarship coordination, student affairs, or related areas.
3. Strong organizational and project management skills.
4. Excellent communication and interpersonal skills.
5. Familiarity with online application platforms and database management.
6. Ability to work collaboratively with diverse stakeholders.
7. Ability to drive a motorcycle is considered an asset.

Application Instructions:

Interested candidates are invited to submit their resume, cover letter, and a list of three professional references by January 15 to Mr. Wilson, Country Director of Universal Outreach Foundation.

Applications should be emailed to cecil@uoutreach.org and CC to landis@uoureach.org. Type Scholarship Coordinator Application in the subject line.