

GiveDirectly

Job Description – Field Officer (Puerto Rico)

Background

GiveDirectly is an international development organisation, that delivers unconditional cash transfers to people in need. We operate in Rwanda, Kenya and Uganda, and are starting to deliver cash in Texas and Puerto Rico to aid people in recovering from the recent hurricanes. We are now looking for Field Officers to help us to register and verify recipients for our pilot program in Puerto Rico.

Position overview

- The Field Officers will help us to run our recipient enrolment and verification events
- They will explain the program to potential recipients, respond to questions, and record the individuals' personal details through smartphone surveys
- The Field Officers will also translate (where necessary) complex questions and responses between the potential recipients and the program directors
- Note: we are considering hiring a Senior Field Officer who would also give presentations to groups of 100+ recipients, if we find the right candidate.

Logistical details

- We need Field Officers to help us to run events between the following (approximate) times:
 - Friday November 17: 15:30 – 18:30
 - Saturday November 18: 13:30 – 16:30
 - Monday November 20: 15:30 – 18:30
 - Tuesday November 21: 15:30 – 18:30
- Each Field Officer will need to be able to attend at least 3 of these events,
- They must also be able to attend a (paid) training session at approximately 13:00 on Thursday November 16
- The events will take place in the barrio of Vietnam, in Guaynabo
- Note: we expect the program to continue until January, and there may be opportunities for high-performing Field Officers to continue for the working on the project beyond this pilot

Salary

- \$15/hour
- Note: we would expect to pay slightly more for the Senior Field Officer position

Required skills

- Strong English skills – will need to communicate clearly in English with Program Directors
- Great communication skills – will explain the program to recipients, and answer questions
- Technical literacy – must use a smartphone to quickly and accurately record recipient details
- Fast learner – must learn the complexities of our selection process, and communicate those to others

Selection process

- Email your resume to paddy@givedirectly.org - **resumes in Spanish are fine!**
- Include your highest level of education, relevant work experience, a reference and your contact phone number
- We recommend you do this ASAP, as we will review applications as they arrive