



The Community Empowerment Network (CEN) is a US-based non-profit organization which empowers rural communities in developing countries to break their cycle of dependency by promoting a culture of learning and self-reliance where individuals access and apply information to improve their living conditions, maintain a vibrant culture and preserve their environment.

Our programs are based on building the self-confidence of community members to transform the pervasive "I can't" mentality to "I can." Community members acquire both "hard" and "soft" skills through project mentorship and by sharing their knowledge. CEN promotes these activities and assists with entrepreneurial development and income-generation initiatives. We are currently applying our methodology to several small communities in the Brazilian Amazon, which has resulted in the communities' increased confidence and ability to drive and execute their development initiatives. Our work is creating more vibrant and independent communities.

Volunteer Your Time and Expertise with CEN!

We have a wide range of areas for which we need assistance. We are currently entirely staffed by a team of more than 45 volunteers from all over the country. Our volunteers are students, professionals, and retirees with backgrounds in the Peace Corps, micro-finance, IT, business, and government, to name a few. Many speak multiple languages and have traveled internationally, or simply have an interest in sustainable development. We are ultimately looking for people who are passionate about improving the lives of individuals and families in poor communities around the world.

We're modeled on the Open Source movement, which means that we work openly and collaboratively as a team with Working Group leads, Project Coordinators, and task masters. Depending on your interest and work style, you can lead projects or teams, work in a team with peers, or work on completing specific tasks on your own.

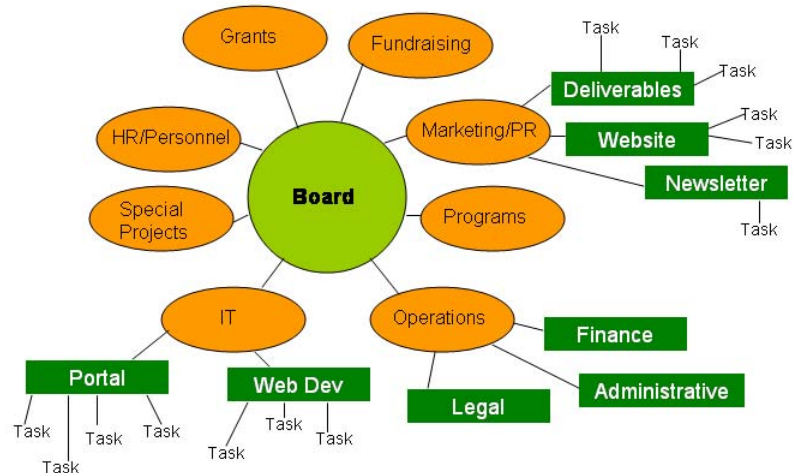
Projects are interesting and challenging, and offer opportunities to exercise existing skills or to develop new ones. Apply your skills in a way that makes a real difference in the lives of people in developing countries. Enhance your career by learning more about the field, meeting contacts, and honing your skills. If you have experience in international development or want to learn more about the field, we welcome you!

CEN Operational Structure and Staffing

(Please note that not all projects and tasks are displayed due to space limitations)

How our Teams Work

Our staffing model copies that of the Open Source movement. We work openly and collaboratively as a team with Working Group leads, Project Coordinators, and task masters. Depending on your interest and work style, you can lead projects or teams, work in a team with peers, or work on completing specific tasks on your own.



Working Group Lead

- Focus on big picture – the group lead will not necessarily execute the tasks themselves but will focus on building and managing the team to ensure the organization’s needs are met in your area of responsibility.
- Facilitate discussions and collaboration within the group
- Create meeting agendas
- Ensure working group deliverables are met on time!
- Recruit
- Develop leadership
- Liaise with other working groups, Board and Executive Director
- Often might take on the role of a project lead too, but is not necessary

Time commitment is approximately 3-4 hours a week once the working group is staffed and operational.

Project Lead

- Monitor progress of those on the project team
- Interface with group lead and with other groups if needed
- Work with Group Lead to recruit resources that are needed: communicate what is needed to realize project and establish periodic reporting to working group lead
- Help set objectives and milestones for the project
- Encourage collaboration on project when necessary

Time commitment is approximately 2-3 hours a week once the working group is staffed and operational.

Taskmasters

- Execute specific tasks
- Communicate with the project lead on the status of the completion of the task for which you’ve signed up

Time commitment is on average a minimum of 2 hours per week.

Open Volunteer Positions

The following is a sample of some of the many areas for which we're actively seeking volunteers. Our needs change frequently, so please contact us if you have skills in other areas. (Please see our website www.communityempowernet.org/OpenVolunteerPositions.php for an up-to-date listing and for full job descriptions)

Grants

Grant writer – we especially need someone with experience in international development grants

Grant Researcher

Fundraising

Event planning coordinator

Fundraising Working Group Lead

Marketing

Marketing Strategy Lead

Web Content Lead

Webmaster

Newsletter Editor- in - Chief/Coordinator

Marketing Deliverables Lead

Information Technology and Software Development

IT Lead

Software Development Project Lead

Microsoft Small Business Server Specialist

Operations

Bookkeeper

Document and Data Administrator

Special Projects and Programs

Translators – Spanish or English into Portuguese for our community information portal. We also especially need someone to help manage the translation process.

Documents Editor/Formatter – requires strong MS Word skills

Manage copyright compliance -requires strong organizational skills but not any particular legal experience

Please email Robert Bortner at rbortner@communityempowernet.org to get involved. Please include your **resume**, **contact information**, **best time to reach you** and **indicate area(s) of interest**.



The Community Empowerment Network

Empowering Communities to Become Self-Reliant through Information

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