**Badi Foundation Early Childhood Education Programme Coordinator**

**巴迪基金會早期教育項目協調員**

**Organization and Programme Background:**

**機構及項目背景**

Badi Foundation is a non-profit organization dedicated to working with like-minded individuals, institutions, and groups to contribute to the material and spiritual progress of Macao. The foundation operates the School of the Nations, which is dedicated to nurturing the physical, intellectual and spiritual development of children and youth, and developing their capabilities to contribute to the social progress, and the MacauMoral Empowerment Through Language (“METL”) Programme whose goal is to strengthen moral structures, powers of expression and independent thought in junior youth aged 12-15. The Badi Foundation also developed the Hidden Gems Early Childhood Education Programme, which is implemented at the School of the Nations and by educational organizations across Asia, and includes content in the areas of mathematics, science, and character development for children aged 3 to 6.

巴迪基金會是一個非牟利機構，致力於與擁有相似理念的個人、機構與團體合作以促進澳門的物質與精神的發展。基金會運作的聯國學校致力於兒童及青少年身體、智力及精神的全面發展，並培養他們為家庭及社區做貢獻的能力，基金會開展的另一個項目是澳門道德賦能項目（METL），其目標是為12至15歲的青少年加強道德框架、培養表達能力及獨立思考的能力。巴迪基金會也開發了啟珍早期教育項目，由聯國學校及亞洲不同地區的教育機構在開展應用，其內容包括3至6歲兒童的數學、科學及品格發展等方面。

**Position Description:**

**職位**

The Badi Foundation is seeking a highly motivated individual with a passion for early childhood education to assist with the development and implementation of the Hidden Gems Programme.

巴迪基金會在尋找一位對早期兒童教育充滿熱情，渴望協助啟珍項目的發展與開展的個人。

Areas of work include:

工作範圍包括：

1. Participate in intensive training in the Hidden Gems Programme and the Badi Foundation’s conceptual framework.

參加有關啟珍項目及巴迪基金會概念框架的密集培訓。

1. Assist with Hidden Gems activities in classrooms.

在課堂中協助啟珍項目的活動。

1. Over time, train and accompany others who are carrying out the Hidden Gems Programme.

一段時間后能夠培訓和陪伴他人開展啟珍項目

1. Share the Hidden Gems Programme with schools and other organizations in order to expand the programme into new areas.

與其他學校和機構分享啟珍項目并把項目擴展到新的領域。

1. Participate in review and revision of the Hidden Gems Programme curriculum.

參與啟珍項目材料的審閱與修訂。

1. Develop informational materials, teaching aids, online and social media content, and other basic programme materials.

編輯宣傳材料、教具、網路及社交媒體的內容及其他基本項目材料。

1. Research and write reports on existing organizations in Macau that work in the areas of early childhood education.

對在澳門青年進行教育及早期兒童教育方面工作的機構進行調查並書寫相關的報告。

1. Identify and attend events, conferences, seminars and other gatherings related to early childhood education in Macau on behalf of the Badi Foundation.

識別並代表巴迪基金會參加與澳門的早期兒童教育有關的活動、會議及研討會。

1. Analyze and summarize government policies and programmes related to early childhood education in Macau.

分析及總結與澳門的早期兒童教育相關的政府政策及項目。

1. Assist with efforts to develop funding for the Hidden Gems Programme.

協助啟珍項目的籌款工作。

**Requirements:**

**要求**

1. A deep dedication and enthusiasm for early childhood education.

對早期兒童教育有奉獻精神與熱情。

1. Prior experience with early childhood education is highly beneficial, but not strictly required.

有早期兒童教育的相關經驗者優先，但不是必備條件。

1. Flexibility, an openness to learning and to participate in intensive training.

對密集培訓的參與保持靈活、開放的態度。

1. Ability to take initiative and work independently as well to work harmoniously in teams.

有獨立、主動地工作的能力，同時也具備與團隊和睦地相處與合作的能力。

1. Strong communication skills both spoken and in writing.

有良好的口頭及書面表達能力。

1. Chinese language fluency is required, English language ability is also desirable.

具有流利的中文表達能力和一定的英語基础。

1. Willingness to strive for high moral standards in ones conduct, expression and appearance.

**Training:**

**培訓**

Intensive training as well as ongoing support and accompaniment related to the Hidden Gems Programme, the conceptual framework of the Badi Foundation, and other work responsibilities will be provided.

我們將提供與啟珍項目、巴迪基金會概念框架及工作責任方面相關的密集培訓及持續的支持與陪伴。