

**V6AI- AM/KUTE-FM Radio Announcement Form**  
**Department of Youth & Civics Affairs**

Announcement No. \_\_\_\_\_

To: Director, DYCA  
From: CRS

Starting Date: 5/1/25

Ending Date: 5/30/25

Frequency:

☒ Regular – 3x per day      ☐ Emergency – ASAP

Languages (*check all that apply*):

☒ English    ☒ Yapese    ☒ Outer Island

Directions:

All announcements should be type-written and double spaced. If more space is needed, please attach an extra sheet.  
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***PLEASE REFER TO ATTACHMENT***

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Reviewed & Approved By: \_\_\_\_\_

DYCA, Director Julias Alex Gilfiley

5/2/25  
Date

FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY

Received By: \_\_\_\_\_

Acting Chief of Media

Date: \_\_\_\_\_

Time: \_\_\_\_\_





# IS LOOKING FOR A **Field and Data Assistant**

## **JOB SUMMARY**

The Field and Data Assistant is a full-time position and is based in Yap, FSM. The Field and Data Assistant will be responsible for supporting community led disaster risk management (DRM) activities for CRS in Yap State. You will assist project implementation by coordinating and planning with all the CRS DRM team and you will directly support the planning, implementation and reporting of community led disaster risk management (CLDRM) activities under the supervision of the Field Officer. You will also oversee and update the database of project participants in Yap Proper and Outer Islands and assist the Field Officer in the tracking of activities and project targets.

# HIRING

For interested applicants  
please contact:

**Brigid.OConnor@crs.org**

**CRS OFFICE NO.: (691) 350-2388**

## **Key Roles and Key Responsibilities:**

- Mobilize community members Yap for meetings, training events and collaborative activities;
- Support the planning and organization of community level meetings and training workshops;
- Ensure that participant lists are properly filled out;
- Support the implementation of the CRS feedback, complaint and response mechanisms.
- Support facilitation of community training events meetings and workshops;
- Support the organization and record keeping of technical training workshops;
- Support the planning, scheduling and reporting on field trips;
- Support the development of small grant projects with target communities;
- Enter program data from the field are entered on a weekly basis into the database;
- Support the quarterly meetings in Yap of the program collaborative;
- Manage the DRM files, both hard and soft copy versions;
- Participate in and contribute to program team meetings;
- Participate in and contribute to meetings with local and state level stakeholders in Yap;
- Provide support to other project team activities as required;
- Carry out other relevant duties as required by the supervisor.

## **Required Languages – English**

Yapese or Outer Island languages highly desired.

## **Qualifications:**

- High School diploma required.
- Minimum 1-2 years work or volunteer experience in supporting community development and mobilization.
- Proficient Microsoft Excel Skills required.