



GHEI is recruiting for a Education Program Coordinator to be based in Humjibre, Ghana.

Start date: March 1, 2012

Duration: 13-24 months, with preference given to people who can commit for the full 24 months

Job summary: This position entails working with GHEI's local education staff and volunteer teachers to implement a range of community-based education activities. Current programs include a community library, early childhood literacy classes (primary school students), a youth education program (junior high students), and a senior high scholarship program. In addition, the Education Program Coordinator plans and facilitates 2-week projects carried out by short-term volunteer groups during the summer months. This position requires project management experience, work experience in a developing country, demonstrated cross-cultural awareness, and the ability to live and work in a resource-poor environment.

This position reports to the in-country Program Director and U.S.-based Executive Director.

Responsibilities:

- Oversee the implementation and monitoring/evaluation of all education programs
- Mentor local education staff (including Local Education Program Manager, Librarian, Full-time Teachers, and volunteer teachers) as they take on more leadership roles within the organization, including planning trainings and activities to build their capacity
- Plan and implement teacher trainings and evaluation for both staff teachers and volunteers
- Continually assess and revise curriculum for education programs including early childhood literacy (primary school students) and youth education program (junior high students)
- Teach a minimum of 8 hours weekly in early literacy classes or youth education program classes
- Generate reports for internal use and for funders
- Write and/or revise proposals
- Maintain program-specific databases tracking program indicators
- Oversee budget and expenses for education programs

- Plan and manage short-term volunteer Education projects by liaising with volunteers and recruiters in the US, planning suitable projects, writing itineraries, and assisting with onsite logistics, and emotional support
- Interface regularly with local schools and government agencies
- Liaise between local staff and US/UK team

Minimum Qualifications:

- Bachelor's degree, preferably a Masters in related field
- Minimum 1 year of project management experience, preferably in a developing country
- Strong preference for candidates familiar with Logic Models and program design specifics
- Experience in teaching and curriculum design
- Knowledge of proposal writing
- Familiarity with creating budgets and tracking expenditures
- Fluency with Microsoft Excel
- Ability to live and work in a resource-poor environment with limited internet capabilities, intermittent power outages, etc
- Demonstrated cross-cultural awareness
- Excellent spoken and written English
- Excellent communication skills and ability to collaborate effectively with others in Ghana and in the US/UK
- Commitment to the highest professional standards, ethics, and values
- Flexibility and willingness to undertake a wide variety of tasks as required
- Ability to juggle multiple tasks and meet deadlines
- Ability to work independently and as part of multicultural team