

Job Description:	Program coordinator, Girls Science Clubs – Berekuso or Nsawam
Category:	National Service Personnel
Type:	Full time
Contract period:	September 2016 – August 2017

Overview

The Exploratory improves the quality of teaching and learning and promotes gender equity through a suite of science, technology, engineering, mathematics (STEM) programs: Exploratory STEM Clubs, field trips and role model visits for students; Empowering Teacher Through STEM training workshops; and an Educational Resource Hub.

By September 2016, the weekly Exploratory Clubs will enroll almost 400 girls (and some boys) in 15 schools in Pokuase, Nsawam, Berekuso and Accra. The Empowering Teacher Through STEM program will have trained over 70 teachers in basic school on science practicals and gender-responsive pedagogy. The Educational Resource Unit will enable these teachers and students to experience practical science through ~50 STEM kits consisting primarily of locally sourced and/or low-cost materials.

Job Description

As our programs expand across several regions and districts, we are in search of two program coordinators, one for Berekuso and one for Nsawam, to provide support to and monitor the programming for each area, and to serve as a representative of the organization to heads of schools, the district and other supporters. The Program Coordinator will report to the Program Manager. Responsibilities and tasks include but are not limited to the following.

Club Monitoring

The Program Coordinator oversees the day-to-day operations of ~5 Girls Exploratory clubs, 80 students and 10 teacher-facilitators in their assigned area. Specifically, the coordinator will

- disseminate, discuss and collect teacher planning and student evaluation forms
- conduct weekly in-person visits to clubs as scheduled and provide photo and written documentation of observations
- collect and document enrollment and attendance records for all clubs in a timely manner
- conduct weekly in person, whatsapp or phone check-ins with lead teachers to plan meetings and other events, and to identify and resolve potential issues
- conduct meetings with teachers monthly or at least once per term – for event planning, peer teaching or to with invited guest for mini-training
- inventory and procure materials as directed, ensuring that a good record is kept and receipts or signatures are secured and documented as necessary
- liaise with other community volunteers assisting with the clubs

Special events coordination

- work with teachers and the Program Manager to arrange a role model visit with individual clubs or clusters at least once per term
- plan and coordinate a field trip during the year, with support from the Program Manager and lead teachers. Identify hosting institutions, such as universities, hospitals, companies

etc; plan activities and/or panels with hosts; provide letters to head teachers, district, parents; make arrangements for travel and food/drinks; solicit sponsors as appropriate

Other duties

- As interest and experience allow, one of the following
 - deliver or arrange to deliver sessions addressing the rights and needs of the girl-child in accordance with our values and goals
 - working with the team in Ghana and in the US, take a significant role in delivering social media, web and PR communications
 - improve on and create additional STEM activities and kits
- Documentation and communication: take photos of clubs, and extract comments from students and teachers for use in reports, public relations and communication
- Record keeping: compile attendance and other records in digital format as directed
- Evaluation: conduct, compile, and analyze student or teacher evaluation as directed
- Reporting. create post-event reports as well as quarterly reports with recommendations for program improvement
- Assist with other organizational tasks and events as requested

QUALIFICATIONS/CHARACTERISTICS

Bachelors degree in science, maths, engineering, sociology, psychology or human services

Proficiency with email and with Office applications including Word and Excel

Excellent communication skills, verbal and written, towards varied audiences

Problem solver

Ability to prioritize several projects and meet deadlines

Ability to work independently and as part of a team

Willingness to take risks and make decisions based on limited data

Relevant previous experience as intern, volunteer or employee

PREFERRED QUALIFICATIONS

Interest in or experience with STEM – Curious and eager to learn

Experience in education or girls' empowerment a plus

Facility with the use of social media, such as Facebook, Twitter, Pinterest etc

Familiarity with monitoring and evaluation

COMPENSATION AND BENEFITS

400 GHS per month, with a monthly allowance for travel and phone / internet credit. Laptop provided for use.

TO APPLY

Prepare a cover letter describing your interest and experience that distinguishes you for this position. Include a resume and contact information, and a short writing sample of 3-500 words.

SEND your application documents, preferably in PDF format, to info@the-exploratory.org, with the subject line: NSS Application – [Your family name], e.g. NSS Application – Obeng.

Deadline: July 15, 2016.