



CORPSAFRICA ALUMNI COORDINATOR

POSITION DESCRIPTION AND RESPONSIBILITIES

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to fight poverty in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service within developing nations by giving participants the opportunity to apply their skills and energy toward helping their fellow citizens overcome extreme poverty. For more information, please visit www.corpsafrica.org.

OVERVIEW OF THE POSITION:

Reporting to the Executive Director and working closely with the senior management team, the CorpsAfrica Alumni Coordinator will be based in Rabat, Morocco. As we work to expand new programs in Africa, it is critical that we keep former Volunteers in all countries engaged, with CorpsAfrica and with each other. The Alumni Coordinator will develop a solid framework of communication for CorpsAfrica Volunteer alumni and spearhead the new Alumni Association to support former CorpsAfrica Volunteers across Africa in their personal lives and professional careers.

Specific Responsibilities:

- Keep track of alumni contact information and professional positions and goals and collect regular feedback from the CorpsAfrica alumni community, including their needs and ideas
- Work with alumni and staff to organize networking receptions, career fairs, résumé workshops, interview and workplace skills training, and more to benefit the alumni
- Create opportunities for alumni to stay involved with CorpsAfrica and support currently serving Volunteers
- Help to establish an “Entrepreneurship Incubator” to fund and support creative and innovative efforts led by CorpsAfrica alumni and provide entrepreneurship and social innovation training.
- Engage alumni to serve as Ambassadors in CorpsAfrica’s outreach and fundraising efforts
- Other responsibilities as requested by the Executive Director

Qualifications:

- Successful completion of CorpsAfrica service is a big plus
- A university degree
- Two to five years of professional work experience
- Excellent speaking, writing and computer skills
- Passion and commitment to youth leadership, participatory community development, impact evaluation, transparency, and accountability
- Impeccable integrity, judgment and discretion along with a professional demeanor and personal style that elicits trust
- Ability to take initiative and work under minimal supervision
- Fluency in English and French is required

TO APPLY: Send a résumé and letter of interest to jobs@corpsafrica.org before January 23, 2019.