



JOB OPPORTUNITY: TRAINING COORDINATOR

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to 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 in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. www.corpsafrica.org.

OVERVIEW OF THE POSITION:

Reporting to the Executive Director and working closely with the senior management team, the **Training Coordinator** will work collaboratively with HQ and country office staff to standardize, update, refine and oversee a comprehensive Volunteer training programs in all CorpsAfrica countries. This is an excellent opportunity for a self-starter to gain management and nonprofit experience, be innovative and strategic, and help to ensure that young Africans have what they need for a successful service and are prepared for professional success.

CLASSIFICATION: Full-time, exempt

SALARY AND BENEFITS: Salary is \$70,000-\$80,000, depending on experience. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

LOCATION: Currently based in New York, with a flexible telecommuting policy

REPORTS TO: Executive Director

Responsibilities:

- Ensure the effective development, coordination and presentation of a comprehensive training program for CorpsAfrica Volunteers, including but not limited to Pre-Service Trainings, In-Service Trainings, and Close of Service conferences. Extensive travel is expected.
- Implement a comprehensive Training of Trainers (ToT) program for staff across all country offices to ensure high-quality, consistency, and local talent and ownership.
- Develop effective training materials utilizing a variety of media, including PowerPoint presentations, Volunteer manuals, and online training materials.
- Oversee an ambitious effort to build Human-Centered Design Training Centers.
- Constantly evaluate the CorpsAfrica training program and measure its impact on Volunteers.
- Other responsibilities as assigned.

Qualifications:

- Minimum of a B.A. and experience teaching the Human-Centered Design, Community-Led Development, and Asset-Based Community Development process
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- Highly collaborative style; Demonstrated ability to work across cultures
- Fluency in English is required; proficiency in French is a big plus
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

TO APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, "LastName_FirstName – TC application") to jobs@corpsafrica.org, with "CorpsAfrica Training Coordinator" in the subject line. Applicants must be legally authorized to work in the U.S. and not require employment sponsorship. Only complete applications will be considered. **Deadline to apply is December 10, 2021.** *As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.*