



Open Foundation™
West Africa

Job Specification for Training Associate

Status: Part time

Start date: September 2020

Location: Labone, Accra

The training associate will work closely with the Training and Evaluation Officer to provide capacity building training to members within the community (across our hubs and clubs). Additionally, he or she will be involved in the designing and improving existing training curriculums and designing online courses for our audiences. The training associate will also be responsible for frequent evaluation of our community and stakeholders.

The Training Associate will be expected to perform the following duties:

Manage Training: Work with training officers to assist with curriculum design and development, determine training needs and schedule training sessions, design effective training programs, keep attendance and records of participants, and prepare materials for training. He or she will also be responsible for supporting and mentoring new members while providing regular support to our hubs and clubs.

Evaluation: Conduct regular evaluations of our community to identify opportunities and pain points of our community. Utilize a collaborative, adaptive and progressive learning approach to continually assess project progress.

Project management: Creating long and short-term plans, including setting targets for milestones and adhering to deadlines. Creating annual plan for the organization's programs.

Community management: The officer will provide enhanced support and ensure constant engagement with the community (hubs/clubs). He/she will ensure an updated membership database, provide information and keep the community updated on projects and activities.

Logistics: Assist with coordination of logistics for training events

Skills

- Excellent time management skill
- Critical thinking and decision making
- In depth knowledge in Wikimedia projects
- Ability to conduct research and analyze data
- Experience working with the wikimedia communities
- Effective writing, communications and presentation skills
- Experience with community organizing and public facilitation
- Understanding of effective teaching methodologies and tools
- Willingness to keep abreast with new techniques in corporate teaching
- Proficient in Google drive suite, experienced with e-learning software is an asset
- Experience designing and providing effective training on Wikipedia and it's sister projects

Qualifications

- Bachelor's degree in administration, arts or any other relevant educational background
- 2- years experience in wikipedia trainings
- 3 years as a teacher or trainer

Application Process

Send CV and cover letter to info@ofwafrica.org by Thursday 17th September 2020