

# Program Coordinator

Remuneration:	R285000 - R380000 per year basic salary
Benefits:	Health, Retirement, Sabbatical
Location:	Cape Town
Job level:	Mid
Travel requirement:	Occasional
Type:	1 year
Company:	<a href="#">Tilting Futures</a>

As part of the team in Cape Town, the program coordinator helps bring to life the Take Action Lab program for our students. They will play a key role in creating a positive student experience by facilitating curricular and extracurricular activities, supporting student well-being and learning, and leading administrative tasks for student onboarding, program management and record keeping. A mostly student-facing position, the program coordinator will play a central role in creating a unique, cultural immersion experience for our students.

We are looking for someone who is **energised and enthusiastic about youth leadership development**, has a **knack for system building**, and can **navigate dynamic, new environments**.

This role reports to the Take Action Lab program manager, South Africa and works closely with another program coordinator on the Take Action Lab team. They must be based in Cape Town, South Africa.

## Your opportunity for impact

- Co-create the Take Action Lab experience:
  - Design and facilitate a unique immersion experience anchored in our principles of experiential learning
  - Support the design of transformative experiential learning activities in line with TAL's theme and curriculum goals
  - Participate in building TAL's training modules & ensure students' adoption
  - Guide and facilitate group learning activities around the Cape Town area
  - Prepare and execute an orientation and re-entry program for participants
  - Prepare and maintain orientation and onboarding materials
- Support the wellbeing and development of inspiring student leaders:
  - Work directly with the students to guide and facilitate their immersion learning experience in Cape Town
  - Support community engagement strategy and activities during the virtual and immersive segments of the program; Foster a safe and productive learning environment; Guide the cohort community-building experience
  - Act as a mentor and cultural broker for the students during the pre-departure and immersion experience; maintain regular check-ins with a sub-cohort of students
  - Support students' wellbeing as part of the team responding to behavioral, health, and safety incidents
  - Monitor student engagement and surface issues for problem-solving
- Build local partnerships:
  - Develop good working relationships with program partners
  - Liaise with local partners to ensure logistics run smoothly

- Support the delivery of partner training, monitoring and evaluation
- Identify and liaise with local partners and activities that can contribute to students' learning objectives
- Facilitate program closing events with local partners; Celebrate and acknowledge partner contributions to the program and the students' experience
- Keep program stakeholders organised and informed:
  - Lead administrative tasks for student onboarding and offboarding and regular reporting
  - Act as students first point of contact and support during their pre-departure preparation and throughout their immersion; Support student and family communications strategy throughout the program, including but not limited to responding to inquiries, drafting and editing resources, managing online community engagement platforms
  - Support the development and maintenance of systems for organising local activities and students' information
  - Analyse data to track depth of student engagement, spot patterns, and surface learnings
  - Manage materials and logistics for program events, in collaboration with partners

### **Who will thrive in this role**

We are looking for more than just hard skills; we want teammates who will add value to our organisational culture by bringing these mindsets to their work:

- Connected to our mission: Something in your own life experience drives your passion for Global Citizen Year's mission and vision.
- Information seeker: You investigate thoroughly to get relevant information.
- Detail oriented: You show rigorous and meticulous attention to detail.
- Empathetic: You identify with the feelings, ideas and attitudes of others.
- Personable: You have a friendly, approachable and outgoing style.
- Adaptable: You adjust easily to new or changing circumstances.
- Team Player: You work well within diverse groups to achieve common goals.
- Student-oriented: You are attentive and responsive to student needs.
- Initiative: You act proactively to achieve results.
- Resourceful: You find alternative solutions to overcome problems or limitations.

### **The following skills are required**

- Experience facilitating and designing learning experiences for youth (aged 17-21)
- Experience facilitating one-on-one and group reflection and discussion with youth in support of learning and development objectives
- Experience working or living with people from different cultural backgrounds
- Familiar with Cape Town's social impact sector
- Legally able to live and work in South Africa full time
- Comfortable using and learning new technology; Enjoy finding new ways to use technology for greater impact
- Effective communicator: written, verbal and Google slide presentations
- All routine immunisations and vaccinations, including Covid-19, must be complete and up to date according to WHO guidelines

### **Bonus points if have/are**

- Basic first aid training
- Proficiency with Airtable, Salesforce, MS Office, Google Suite
- Bilingual or multilingual familiarity with Afrikaans and Xhosa
- A US Visa (for occasional travel to the USA)

### **Your legacy**

Bring your youth development experience and knowledge of Cape Town and South Africa to make your mark on a one-of-a-kind youth learning program for a global cohort of curious and inspired students.

### Position logistics

Location: Cape Town, South Africa

Start date: 1 July 2024

Compensation: The annual salary range for this role is R285,000- R380,000. We are proud to provide a total compensation package that puts the person first, and can discuss in more detail once a candidate has applied.

Some of our benefits include:

- Paid vacation
- Reimbursement for health insurance premiums included in your overall compensation
- 3% match on retirement funds
- A trip to one of our program countries or the US after two years of continuous employment
- A one-month paid sabbatical after three years of continuous employment
- Paid family and bereavement leave
- Annual professional and personal development stipend

**Application process:** Submit a written application [here](#). After submitting an application, if you are moved forward, our process includes the following potential next steps: a screening interview, a candidate exercise, a hiring manager interview, and an interview with a member of the leadership team.

*Global Citizen Year is an equal opportunity employer. We know a diverse team produces the best results and we believe our team should reflect the diversity of leadership we aim to inspire. Applicants who contribute to this diversity are strongly encouraged to apply.*

### Company Description

Through immersive learning programs, we equip students worldwide to create meaningful impact on global issues.

Posted on 03 May 08:55, Closing date 1 Jul

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