

Exciting Opportunity to Help People of all Ages Learn and Grow

Join **Universal Outreach Foundation (UOF)**, a Canadian/Liberian international non-governmental organization dedicated to education and economic development. **We are currently looking for a dynamic administrator with a strong commitment to education to become the coordinator of our educational center Strive.**

In this role, you oversee the operations and activities at **Strive Community Learning Center**, located in Paynesville near Rehab Junction. Strive provides a variety of creative learning opportunities for people of all ages. As the Strive Coordinator, you will maintain our current offerings and expand our programs to ensure we offer current, creative and educational programs that are relevant, needed and interesting to people of all ages.

As the Strive Coordinator, you will lead and collaborate with a team of 3-6 individuals, working closely with both our team members and partners. This position operates under the supervision of UOF's Country Director. If you are enthusiastic about education, interested in creative learning opportunities and possess strong administrative skills, we invite you to be a part of our impactful team.

Learn more about [Universal Outreach](#) and [Strive](#).

Key activities of the Strive Coordinator are as follows:

- Program creation and implementation.
- Manage existing and new partnerships.
- Represents center in public relations/liaison capacity on matters relating to the center's research and projects.
- Manages a team of 4-6 people which includes conducting performance reviews
- Development of efficient administrative systems, policies, and procedures.
- Ensure that financial procedures are followed.
- Assist to research and identify relevant fundraising opportunities.
- Conduct monitoring and evaluation of projects.
- Gather information and statistics to complete application forms, monitor budgets, record keeping and information for funders.
- Prepares periodic reports and prepares or assists in the preparation of proposals for funding.
- Ensure the center is well utilized and recruits center participants.
- Manage the database of users.
- Work as a team player and a leader.

- Book and schedule the facility for center projects/events; negotiate and prepare space rental contracts, determining fees and terms of the contract.
- Update the center's social media.
- Make a social media presence with photos and boosting of the Strive Liberia page, Facebook, and Instagram
- Cultivate a positive learning culture and respectful work environment.
- Assists in premises maintenance with UOF's Country Director or his/her representative by recording issues and ensuring that repairs are conducted.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum 3 years of experience working in a related field.
- Educational background that supports the position.
- Passion for education and creative learning opportunities for all ages.
- Exposure to program creation and monitoring and evaluation practices.
- Excellent verbal and written communication including public speaking and PR abilities with an international audience.
- Budgeting and financial tracking skills.
- Ability to lead a small team and create an collaborative, motivating work environment.
- Highly organized.
- Type 40 words per minute with minimal spelling and grammar mistakes.
- Be proficient in Microsoft Office Suite, Google applications and internet searches.

COMPETENCES:

- **Accountability:** Holds oneself accountable for making choices, effectively allocating resources, and upholding and exemplifying UOF values.
- **Collaboration:** Develops and maintains effective working relationships with their team, colleagues, members, and external partners.
- **Integrity:** Possess honesty, openness, transparency and professional ethics.
- **Professionalism:** Maintains a professional demeanour in all situations.
- **Creativity:** Demonstrated capacity to innovate and devise creative approaches to actively engage individuals and facilitate their learning of new concepts.

HOW TO APPLY:

Please write a letter of application stating clearly what motivates you to apply for the above position and how your qualifications and experience are relevant to the post. Include a copy of your CV, application letter and the names and contact information of three references.

Please submit application with the subject "Strive Coordinator" to cecil@uoutreach.org and kent@uoutreach.org. Only shortlisted candidates will be contacted for the next stage of the application process.