

## **African Gist volunteer role description**

**Role :** Programme Officer

**Period :** December 2021- August September 2022

### **About the organisation - Who we are**

African Gist is a Non-Profit organisation aiming at empowering creative entrepreneurs from Africa and its diaspora through digital and business training.

We strongly believe in the impact of the creative economy in the fight against unemployment amongst the youths in Africa and its diaspora. We also believe in the importance of digital learning for business sustainment in a changing world. Therefore, we developed various training programs aiming at supporting early-stage creative entrepreneurs in their journey to digitising their activities.

We are mostly active in Belgium and Nigeria but we have the ambition to develop more digital training designed for a broader audience. We also have the ambition to grow our team by recruiting an Operations Coordinator to join our international team.

### **About the role - Why do we need you ?**

The Programme Officer will support the Operation Responsible in the coordination and follow up of our yearly training programs.

- Contribute to the design of our yearly training programs ;
- Manage the yearly planning of the training, online activities and workshops ;
- Coordinate the organisation of our events with our local partners ;
- Together with the partnership team, selection and coordination of trainers and mentors ;
- Manage registration, attendance to training and satisfaction reports ;
- Report on attendance and keep on stats for the trainings and workshops ;
- Develop training material together with the marketing team ;
- Support the communication team for campaigns preceding the training ;
- Ensure the follow up of the training with the mentors and trainers ;

In addition, the Programme Officer will oversee and help coordinate the organisation of our online and offline programmes.

- The Programme Officer will oversee the organisation of online and offline events ;
- Before, during and after the events, he/she will coordinate the various tasks with the local partners, local members and the Partnership team ;
- The programme Officer is responsible for the well management of these events. He/She will be the main point of contact for event partners and local staff;
- Together with the communication team, handle the well use of brand material by the partners and local staff.

**The perfect candidate - Send us your CV and a motivation letter if :**

Are you interested in the tasks? You want to be part of our kick-ass international team?

You are :

- Passionate about digital learning, creativity, technology and entrepreneurship ;
- Creative and dynamic ;
- You are fluent in English (both written and spoken) ;
- You love working in a diverse and international environment ;
- You have can do attitude and willing to share your positive attitude with others.
- Be able to work from home
- Be autonomous
- Be a team player

**What we offer - What's in it for you ?**

- Join an award-winning organisation active at the international level ;
- Oversee the organisation of our biggest international event organised so far ;
- Design a unique training programme that will be followed by creative entrepreneurs in Africa and Europe ;
- Meet international trainers and mentors ;
- Experience in event and training organisation

**We can't wait to welcome you to our team !**