

Join Our Team

Training Associate / Associate Manager



Youth Impact's mission is to connect youth to proven life-saving information. Our vision is to enable over 1 million youth to thrive through delivery of multiple evidence-based programs. We are at an inflection point in our growth: we have over 240 staff, three programs in health and education, a cumulative reach of nearly 100,000 youth in 10 countries. Our culture is unique: we are always learning, have a dynamic, youthful team, a fierce commitment to measurement and evidence, and work hand-in-hand with the government. On a given day our leaders will sing and dance, negotiate MOUs, and spend dedicated time with the field team in schools.

Primary Purpose:

The Curriculum and Training Department primarily brings the organization's programs to action, working with thousands of facilitators, teachers and young people to fulfill Youth Impact's mission of "connecting youth to proven life-saving information." We work closely with the national government and stakeholders by providing training to facilitators and teachers throughout Botswana.

The Training Associate will play an essential role in the design and implementation of our health and education programs:

- *Zones, an HIV and healthy relationships program for junior secondary school students,*
- *Teaching at the Right Level (TaRL), a remedial education program for primary school students and*
- *ConnectEd, a remote, phone-based tutoring program providing targeted instruction in basic math.*

They will be responsible for ensuring that all the department's fieldwork, training and facilitation is standardized, completed at quality, and is locally relevant. Training Associates will also be responsible for engaging with stakeholders in the areas of capacity building and lesson sharing.

They will also be responsible for ensuring logistical success in all local and regional field work and in overseeing the officers and reporting directly to the Training Manager. The Training Associate will be responsible for providing general support to the Curriculum & Training Department to ensure the unit's ultimate success.

Primary Duties & Responsibilities for Training Associates:

- Work closely with the program team to design the health and education program
- Compile, process, and report on field implementation (pulling from own experience in the field, focus groups with youth and facilitators, quantitative survey results analysis, etc.) for synthesis into future curriculum.
- Develop rigorous and comprehensive Youth Impact facilitator training models, materials, and media in collaboration with the Training Manager
- Train and support Youth Impact facilitators to implement curriculum at quality and scale of both programs
- Coordinate and oversee training workshops and conduct Boot Camps to onboard new Youth Impact facilitators
- Conduct regular monitoring visits in schools to ensure effective, quality, and standardized program implementation
- Engage with stakeholders, and represent the organization in all possible ways
- Support the overall success of the Training Department and manage training officers

Additional Duties & Responsibilities for Associate Training Managers:

- [Manager] Document and enact overall vision for Curriculum & Training department that is geared towards scale and facilitates consistent departmental processes and practices for the future.
- [Manager] Serve as liaison with present or potential program design, academic, implementation and scaling partners.
- [Manager] Manage curriculum officer(s), support management of other C&T officers as needed.
- [Manager] Support success and sustainable growth of Curriculum & Training department.

Qualifications:

- Individuals must possess a Certificate/ Diploma/ Bachelors and have experience working in education environments such as teaching, facilitating extracurricular activities, tutoring and/or lesson-planning.
- Proven work experience as a trainer is essential, as well as having worked as a facilitator for education and health programs targeted to young people (e.g. after-school programs, life skills programs).
- The individual must demonstrate high levels of logistic competencies including proficiency in online and phone communications, Microsoft Office, and Google Drive

Characteristics:

- **Energy, motivation and stamina** – Must be able to facilitate programs with consistency, quality, and vigorous energy, remain enthusiastic, and produce quality work under pressure, short-notice and sub-optimal conditions (power outages, etc).
- **Detail oriented** – Can process, record and react to details relating to effective implementation, and then produce written work which captures a high degree of detail.
- **Ability to create "structure out of nothing"** – Strong ability to turn an imagined outcome into a codified set of steps, actions and

goals on paper.

- **Willingness to learn** – Must be able to balance having a set of strong skills and track record with openness to feedback, learning, growth and collaboration among colleagues.
- **Teamwork** – Good interpersonal skills; ability to lead teamwork sessions; demonstrated ability to develop and maintain effective working relationships in a multi-cultural environment with sensitivity and respect for diversity. Able to work well with other managers and the officers.
- **Self-starter** – The creative energy and drive to innovate and take deliverables a step further within a set scope; to not just meet expectations but exceed them and add a unique and relevant twist that will accelerate the organization forward rather than grow it linearly.
- **Leadership and management skills** - Must be able to lead the team and manage the department.
- **Commitment** - A belief in the Youth Impact mission and a long-term dedication to our mission and core values.

Deadline: Early bird deadline of 09 August 2023

Reporting Structure: The Training Associates / Managers will report to the Senior Manager for Content & Training.

Contract Period: Successful candidates will be offered a 2-3 year fixed term contract, with the possibility of further extension pending performance.

Location: Youth Impact is based in Botswana. Successful candidates must be in person. Remote work is not an option for Training Associates / Associate Managers.

Follow the link on our website for application materials: <https://www.youth-impact.org/join-us-1>