Graduation Specialist - The Or Foundation

Title: Graduation Specialist  
Location: Adabraka (Near Kantamanto Market)  
Terms: Full-Time (40 hours/week)  
Starting Salary: US$1375/month (gross)  
Benefits: One month paid leave/year, SSNIT/health insurance benefits  
Reports to: Kayayei Outreach Manager

About Us: Since 2011 The Or Foundation has worked at the intersection of education, environmental Justice and fashion innovation to identify and manifest alternatives to the dominant model of fashion, alternatives that bring forth ecological prosperity as opposed to destruction to allow citizens to form relationships beyond their role as consumers. Today, this work is centered primarily in Accra, Ghana, where we operate in solidarity with the world’s largest secondhand clothing market to catalyze a Justice-led circular textiles economy. Our team of 50 people works across three different levels of programming. We offer critical relief to members of the secondhand market ecosystem in Accra, from direct grants to help rebuild after fire outbreaks to wrap-around job training and immersive support for young women to transition out of conditions of modern day slavery. We develop and bring to life new pathways to transform waste material into economically and ecologically useful products and systems, from business incubation for upcyclers to experimental design with bioreactors. And we conduct extensive environmental and socio-economic research to inform strategy, policy and action at both the local and global levels, bringing awareness of waste colonialism into classrooms, boardrooms and legislative sessions through media, scientific publication, coalition and delegation trips that build bridges beyond single stories and across perspectives.

Our team is as diverse as our programming, with many members joining the organization directly from within our communities of impact, some members coming from throughout Ghana, and others coming from the Netherlands, France and the USA, including our two co-founders. We are registered as a not-for-profit in both the USA and Ghana.
About the Role: We’re currently seeking an individual to fill the position of Graduation Specialist on our Mabilgu Team. Mabilgu means “Sisterhood” in Dagbani, a name that speaks to the spirit of our holistic programming. From monthly group meetings to paid Apprenticeships, Scholarships and Chiropractic Care, we are guided by a belief in collective growth and wellbeing.

The general purpose of the Graduation Specialist role is to build an economically viable graduation plan for each program participant. In addition, this position will provide career guidance and seek out job opportunities and paid projects for both trainees and graduates, as well as help architect transformative experiences for female empowerment.

Job Description:

- Develop comprehensive training assessment tools that can identify areas of growth and use data collected to effectively map out feasible graduation plans for each trainee.
  - Assess trainees throughout their training to track progress and recommend additional support or interventions where necessary.
  - Model intrinsic motivation and active learning to trainees and graduates, teaching them to develop a reflective practice of listening, questioning and self-assessment.
  - Provide constructive and professional feedback to trainees, graduates and the team based on such assessments, involving parents, guardians or other family and/or community members as appropriate.
  - Ensure quality improvement by monitoring and evaluating program achievement against targeted goals, recommending modifications that respond to trainees’ and graduates’ needs and interests.
  - Work with the team to ensure there is cohesion between curricular offerings and graduation plans.

- Help foster program alumni who embrace the following:
  - Human diversity and complexity
  - A safe, respectful and enabling environment where all voices and perspectives are honored, and who use their voices as instruments to advocate for themselves and other program beneficiaries as well as women and girls who continue to headcarry heavy loads in Kantamanto market.
  - Value experiential education and practical knowledge.

- Build an extensive database of paid internships and job opportunities that match trainees and graduates skills.
  - Conduct research for employment trends in apprenticeship/training areas to determine program needs and directions.
○ Put together and make available to all trainees and graduates appropriate financial planning resources, community support networks and potential employers or other resources as necessary.
  - Provide oral and written reports to management as well as revisions of proposals as needed.
  - Provide impact reports and prepare cash expense projections for both current and future cases.
  - Disseminate findings from The Or Foundation’s Chiropractic study and information about the The Or Foundation’s Stop Waste Colonialism campaign.
  - Perform other duties as reasonably assigned.
  - Represent The Or Foundation professionally in a variety of settings, including through media outreach.
  - Travel when necessary.

Requirements:
  - Bachelor of Arts (BA) in Business Management, Entrepreneurship or a related and relevant field.
  - Considerable knowledge of training programs, social work or welfare and development interventions. Knowledge in technical and vocational education and training is a plus.
  - Experience in working with teens, marginalized groups and knowledge of community organizations.
  - Advanced proficiency in Google Sheets and other Google Workspace applications.
  - Excellent organizational and problem-solving skills.
  - Ability to work effectively in a fast-paced team environment and meet deadlines with a demonstrated ability to effectively communicate necessary, accurate, and timely information to others.
  - Experience in building effective assessment tools and data collections systems that determine the readiness of program beneficiaries for the job market.
  - Ability to communicate with program beneficiaries and families in a respectful and compassionate but firm manner.
  - Interest and alignment with the not-for-profit mission.
  - Experience in public speaking. Verbal and written fluency in at least Twi and English. The ability to communicate in Dagbani (verbal) is strongly preferred but not required.

How to Apply:
Please send your CV and cover letter to team@theor.org before April 11 2024, 11:59pm-GMT for our consideration.

*The Or Foundation is an equal opportunity employer and does not discriminate on the basis of gender, sexuality, race, religion, national origin, or disability.*