Internal Apprenticeship Coordinator - The Or Foundation

Title: Internal Apprenticeship Coordinator  
Location: Adabraka (Near Kantamanto Market)  
Terms: At-will Contract (40 hours/week)  
Starting Salary: US$1375/month (gross)  
Benefits: Four weeks paid leave, SSNIT/health insurance benefits.  
Reports to: Snr Program 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 Internal Apprenticeship Coordinator on our Mabilgu Team. Mabilgu means “Sisterhood” in Dagbani and 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 Internal Apprenticeship Coordinator role is to align program with our evolving understanding of transformation, support apprentice development and training.
coordination. Ensuring that all internal training is delivered cohesively and efficiently, in compliance with organizational ethos, program goals and industry certifications.

Job Description:
- Effectively coordinate internal apprenticeship training and activities within stated budgets. Providing impact reports and preparing cash expense projections for current and future cases.
- Work closely with the Curriculum Facilitator and department managers to optimize training and learning; continuously identifying gaps, risks and facilitating improvements.
- Work in collaboration with the Graduation Specialist to:
  - Deliver better-value using relevant assessment tools to gauge interests and the progress of each apprentice.
  - Build a holistic and economically viable graduation plan for each apprentice, mapping out a network of job possibilities and business opportunities.
- Work closely with each apprentice to identify transferable skills and how they can be tangibly applied elsewhere.
- In collaboration with the Scholarship Facilitator, identify apprentices with interest in additional certification training or pursuing a formal education.
- Work with the Apprenticeship Mentor and the assigned caseworker to:
  - Continuously surface roadblocks and areas of improvement and proactively communicate developments that may impact apprentices’ training experience.
  - Facilitate robust communication channels between apprentices, trainers and relevant managers across various departments.
  - Spend an equivalent of two work days each month, building rapport with the internal apprenticeship cohort. Taking feedback, problem solving and escalating issues in real time.
  - Continuously communicate and emphasize facility safety protocols, the organizational “why” and community oriented goals amongst the cohort.
  - Build a cohesive and supportive base amongst the cohort.
- Support with data gathering to improve programming and strengthen advocacy efforts.
  - Collect and process current data sets to identify trends and develop charts that support report and grant writing.
  - Observe, record and share all relevant dynamics and information with the Kayayei Outreach Manager that can contribute to awareness raising campaigns, outreach efforts as well as a policy agenda toward the goal of eradicating dangerous head-carrying.
  - Facilitate documentation of research and activities where appropriate.
- Perform other tasks as reasonably assigned.
- Represent The Or Foundation in a variety of settings, including with trusted media and advocacy partners.
Travel as necessary.

Requirements:

- Bachelor's degree in Education, or a related field.
- At least three years of professional experience in a related field.
- Advanced proficiency in Google Sheets and other Google Workspace applications.
- Excellent organizational, problem-solving skills and experience in data management.
- Demonstrated experience in program coordination, working with teens or marginalized groups.
- Considerable knowledge in social work or welfare and development interventions.
- Experience in competency based training and assessments.
- 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.
- Understands and applies effective planning, coordination and control methods.
- Excellent communication skills, both written and verbal.
- Ability to communicate with program beneficiaries and families in a respectful and compassionate but firm manner.
- Fluency in either Twi, Dagbani, Ga, or other local Ghanaian languages is a plus.
- Interest and alignment with not-for-profit mission

How to Apply:
Please send your CV and cover letter to team@theor.org before May 2nd 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.