



Innovations Coordinator Job Description

Position Overview

Educate!, a fast growing, non-profit social enterprise, is seeking to hire talented, creative and self-driven and enthusiastic individual to fill the Innovations Coordinator position, as we move towards our vision for 2024 of reaching one million youth annually across ten countries in Sub Saharan Africa. As Innovations Coordinator, you will lead, plan and manage Educate!'s pilots and/or experiments to inform program innovation and development as we prepare for post 2018. You shall also oversee the design and implementation of Educate! Integrated program learning and Innovation system through Build Measure Learn loops, lead strategy of National competitions and coordinate the Internal Advisory, Liaise with Programs Department to do effective quality assurance.

About Educate!

[Educate!](#) works to transform education in Africa to teach youth to solve poverty for themselves and their communities.

Educate! provides youth with skills training in leadership, entrepreneurship and workforce readiness along with mentorship to start real businesses at school. Our model is delivered through practically-trained teachers and youth mentors. Educate!'s goal is to make this practical, skills-based model part of national education systems.

In 2017 we're launching in Kenya, working in 120 secondary schools in Rwanda and 450 schools in Uganda (15% of the country) reaching over 25,000 students intensively and 360,000 more broadly. Our model was proven to have massive impact in a randomized controlled trial. Graduates earned DOUBLE the income of a control group and had a 64% increase in business creation. Our graduates change their lives and their communities, [such as Lillian Aero](#) who employs over 100 AIDS-affected women.

In 2012 Educate! partnered with Uganda's government to integrate curriculum and a student business club structure into Uganda's entrepreneurship course nationally, in 2015 we served as a technical advisor to Rwanda on their secondary education reform, and in 2016 we began serving as a technical advisor to Kenya on their national curriculum reform.

Educate!'s team includes 130 staff and over 200 volunteer youth mentors. We have been backed by top foundations such as MasterCard, Big Bang Philanthropy, Mulago, Echoing Green, Ashoka and Global Innovation Fund. Educate! won the [2015 WISE Awards](#), and was featured by [Bill Gates](#), [Forbes 30 under 30](#), Clinton Global Initiative and [The Brookings Institution](#) as one of 14 case studies in their global scaling education learning initiative.



Educate!'s Vision for 2024 is to measurably impact 1 million students and reach 4 million students more broadly across Africa each year.

Performance Objectives

Pilot & Experiments Implementation – 40%

- Lead strategy discussions with the Global Director and Deputy country Director to set Direction for the Pilot or experiment.
- Coordinate with relevant departments to set the plan for the pilot activities.
- Manage the Pilot contractor workload in relation to pilot or experiment monitoring.
- Liaise with Admin on any external printing and procurement of materials related to the pilot.
- *Success in this function shall look like this:*
- Pilot activities are designed and implemented in line with the org wide plan
- Pilot monitoring and experiment activities are well planned and coordinated
- Pilot assessment and learning strategy is well designed, including the development of data collection tools as well as the oversight of data collection efforts and data Analysis.
- Conduct analysis of quantitative and qualitative data as part of the pilot and/or experiments
- Informative and attractive reports on implementation progress and learning are timely written and shared with the E! Leadership team.

Build Measure Learn Strategy – 30%

- Supervise and coordinate timely and high-quality implementation of BML loops, ensuring effective coordination across departments.
- Designed and implement training of field staff on implementation of BML activities, such as Focus Group Discussions and Interviews
- Supervise entry of quantitative and qualitative data for the BML loop
- Conduct analysis of quantitative and qualitative data to inform hypothesis of BML loop
- *Success in this function shall look like this:*
- Effective coordination with the D&I Manager and Leadership Team on Annual BML Priorities. Liaising with programs on the Research questions.
- Design BML Loops, including the development of hypothesis and indicators defining the learning path, the design of data collection tools, as well as the assignment of responsibilities
- Write visual-attractive BML Report informing program design and program management about lessons learned
- Lead meetings with cross functional team of Deputy country Director Design Manager, M&E Manager, Program Managers and Innovations Director to streamline lessons learned from learnings of the BML

National Competitions & Field Engagement Strategy – 20%

- Coordinate with programs on logistics for the Internal advisory Board meeting.
- Coordinate with admin to streamline and follow up on all inter-department nationals activities
- Success in this function shall look like this:
- Plan, coordinate and implement termly Internal Advisory Board Meetings (IAB) to engage E! graduates into program design and implementation
- Liaise with all Managers to define key strategic areas for review and discussion at IAB
- Write attractive report documenting the IAB discussions and incorporating departmental feedback
- Strategy oversight on National competitions as we move to south and west



Quality Assurance – 10%

- Contribute to Quality Assurance Section of monthly Programs Report.
- Coordinate with programs to acquire field feedback on major program activities
- Lead and ensure that learnings and monitoring findings are incorporated into program design and management practices.
- *Success in this function shall look like this:*
- Coordinate with Program Managers and Head of programs to determine quality assurance strategies and questions
- Review termly Head Teacher and teacher ratings on program feedback and lead suggestions for program development and innovation
- Review and analyze feedback from monitoring visits to ensure program quality management and program standardization
- Lead and document ex-post assessment of major program activities and derive lessons learned for program improvement.

Qualifications

- Bachelor's Degree in a relevant field with a minimum of three (3) years professional experience in a high paced fast – moving organization.
- Experience in program management and program design. Experience working in East African education field preferred. Knowledge of Monitoring & Evaluation is a plus.
- Experience in Training or facilitation skills; coordination of several activities and exceptional planning and organizational skills
- Fits our Five Cultural Tenets (see What is Educate! About? below); Learn more by looking at [Educate!'s culture deck here](#)

Terms

- Salary is very attractive and commensurate with experience.
- Benefits include Medical Insurance
- This position is based in **Kampala, Uganda**.

Why You Will Brag About Working At Educate!

- We've got the [impact](#).
- Educate! is designed for scale. We quadrupled operations in 2014, going from 54 to more than 200 schools served. We carefully measure our outcomes, and — here's the best part — we are maintaining quality at four times the size.
- We believe in local leadership — 97% of our on the ground staff is African.
- Our model has gone nationwide in Uganda — Educate!'s model is now incorporated into the national curriculum and exams, impacting thousands more students than we can reach directly.
- Educate is a well-oiled learning machine. We built our model by methodically testing hundreds of assumptions and we are constantly experimenting, evaluating, and improving.
- We're honored that luminaries and leaders like Oliver Wonekha, the Ugandan Ambassador to the US, and Ann Veneman, a former Secretary of Agriculture and head of Unicef, believe in us enough to have joined our advisory board.



Application Process

Intrigued? Please send a resume, a cover letter describing yourself, and a list of references to <mailto:ugandajobs@experienceeducate.org>. Please include "Position Title – Where you found the position – Your Name" in the subject line. If someone referred you for this position, please include his/her name in the subject as "Referral: Name". *Deadline for submission is **Friday 28th July 2017**.*

What Is Educate! About?

We're ambitious. Are you? Educate! is growing fast, so new opportunities are opening up and expanding all the time. We're inspired by people with drive, and we love to help them reach their full potential. We expect everyone at Educate! to contribute above and beyond their job description, grow their skills, and advance their careers, and we are committed to supporting our staff members on that journey.

1. **We Put Youth First** - The youth we serve come first. Always. In everything. That means we wake up thinking of ways we can serve youth even better and get the highest impact out of every dollar that we spend. It means Educate! doesn't own a single vehicle, because we'd rather take the bus if it means one more student can participate. It means making every decision like the future depends on it — because if we get our way, it does.
2. **We Are Always Learning** - When you work at Educate!, educating *yourself* is part of your job too. We encourage every employee to find the best book on management; share the latest article on graphic design; bring in your favorite college mentor; or meet the researcher pushing the edge of the field. We are always thirsty for knowledge and love to share.
3. **We Only Solve a Problem Once** - We are allergic to band-aids so we love the person who brings the new system to solve the problem for good, even problems we haven't recognized yet.
4. **We Are Flexible** - We thrive on change — we're driving it. We are growing every day, so we have to adapt quickly to meet new challenges, and our team keeps up.
5. **We Exceed Expectations** - We assume we can achieve the impossible because we already have, year after year. We want our staff to create your own challenges, ask the toughest questions, and dream scary big!

Every person at Educate! — from interns to the executive director — is evaluated by how they live up to these five cultural tenets. They are at the core of how we achieve our mission and why we work as well as we do.

Educate is committed to providing an inclusive and welcoming environment for all who interact in our community. In creating this environment, we encourage people from a variety of cultures, backgrounds and life experiences to join our diverse team.