



Job Title: Education Coordinator

Role Overview: The Material Support and STEM Coordinator is responsible for the effective distribution of material support, including uniforms, bicycles, menstrual hygiene products, and undergarments. Additionally, the role involves coordinating STEM, execution, and post-completion activities, as well as the training and development of teachers in STEM subjects and overseeing the scholarship project.

Key Responsibilities:

Material Support (such as Uniform Distribution, Bicycle Distribution, Menstrual Hygiene Products, Undergarments)

- Arrange collection dates and methods for uniform distribution.
- Collaborate with school heads, tailors, and suppliers for timely delivery.
- Define and communicate distribution schedules to relevant stakeholders.
- Organize distribution teams, schedules, days, and transportation and inform relevant stakeholders
- Oversee the donation of material support during distribution events.
- Participate actively in distribution events.
- Provide draft information for high-quality reports after each distribution event.

STEM Camp Coordination:

- Define a yearly calendar of STEM activities.
- Identify and invite/recruit relevant partners, STEM teachers, Climate Solution Experts, and volunteers.
- Work closely with instructors/volunteers to build an engaging and age-appropriate STEM program.
- Manage onboarding of instructors/volunteers.
- Develop a comprehensive program plan, including objectives, curriculum, timelines, and resource requirements.
- Distribute information/flyers.
- Ensure timely procurement of all required resources.
- Attend classes and measure class engagement and teacher performance.



- Maintain discipline and track student attendance.
- Communicate and ensure the maintenance of students' routines.
- Draft and prepare reports as per donor requirements.
- Organize and oversee STEM camps, sessions, and events.
- Prepare and print program completion certificates.
- Distribute certificates to participants.
- Organize climate solutions challenge and pitching competitions.
- Identify opportunities for students to participate in events and showcase their projects.
- Develop referral linkages and networks for students with promising entrepreneurial products.

STEM Training and Development - Teachers Capacity Building:

- Recruit qualified instructors or trainers with expertise in STEM subjects.
- Recruit and vet teachers for capacity building.
- Facilitate or coordinate training sessions for teachers in STEM subjects.
- Establish mechanisms for monitoring and assessing teachers' progress.
- Collaborate with subject matter experts to design a curriculum.
- Oversee logistical aspects of the program and manage the budget.
- Evaluate the program's impact on teachers' proficiency in STEM subjects.
- Maintain detailed records and generate reports on program activities.

Scholarship Fund:

- Recruit and vet students for scholarships.
- Coordinate student placements and maintain contact with teachers.
- Coordinate school fees payments for scholarship students.
- Document student progress and activities, addressing specific educational needs.
- Identify specific student needs and link them to appropriate support systems.
- Collaborate with local schools/teachers to ensure effective support for students.
- Organize academic days/clinics to assess student progress and provide feedback.



- Provide draft information for high-quality reports.

Note: -

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- No application or interview fees are required.

Application Process

Qualified and interested applicants to send CV and Cover letter to careers@rileyortonfoundation.org with the email subject indicated as "Education Coordinator" before 5 pm E.A.T Wednesday 31st January 2024