

Sawubona Project Community Program Coordinator

Location: Mbombela, Mpumalanga

Introduction: Established in 2017, Sawubona Project offers free educational Life Skills programs in the community of Msholozhi, a growing community in South Africa. The interactive programs are offered after school. Programs are engaging and address important social issues youth face in South Africa.

Vision: Empower and equip individuals in Southern Africa to envision and create a better future.

Mission: Invest in and improve the lives of at-risk youth living in Southern Africa by offering Life Skills programs. Our Programs fulfill this mission through, (1) the delivery of **psychosocial support** to help build resilience, (2) **education** to increase knowledge and promote self-management, and (3) **leadership** training to take action for the benefit of others.

Sawubona Project envisions a Southern Africa where all young people have the opportunity to develop into thriving leaders, who have the character and values that will help them overcome life's challenges, and who will bring lasting change to their families, to their communities and beyond.

Together we can ignite hearts and help to change lives.

Position Description: The Community Program Coordinator will be based in Mbombela and will oversee the implementation of Sawubona Project day programs and day to day community activities. This role involves coordinating these activities in alignment with a workplan to ensure execution and achievement of annual strategic objectives. The coordinator will provide support and supervision to the Sawubona Project community team of facilitators, co-facilitators and volunteers. The coordinator will report directly to the Program Director of Sawubona Project.

Minimum Key Responsibilities and duties:

Oversight and Leadership:

- Ensure the successful implementation of all Sawubona Project community programs. This includes regular weekly programs, camps, annual community walk and graduation.
- Seek ways to proactively improve and strengthen the delivery of Sawubona Project programs, ensuring all activities are consistent, effective and align with strategic objectives.
- Lead and facilitate bi-monthly team meetings including the management of program budgets. Oversee administrative processes, including personnel tracking for timesheets, monthly reports, travel requests, and time off requests.
- Proactively monitor progress towards completion and target achievements, addressing issues and taking the necessary and corrective steps/actions as needed based on strategic objectives and specific team work plans.
- Oversee community recruitment and community engagement to ensure a steady flow of participant referrals into the program, maintaining regular communication to meet referral targets and ensure program delivery.

- Host quarterly parent meetings towards effectively equipping and educating parents on various module topics and updates on upcoming Sawubona Project programs.
- Regularly engage and capture participant stories and program impact for both social media, donor relations and program reports. This includes photos and thoughtfully constructive and creative narratives.
- Prepare and submit monthly reports, semi-annual, and annual narrative program performance reports, and financial reports to the supervisor as required.
- Deliver presentations to various stakeholders upon request.

Collaboration:

- Meet weekly with Program Director to review, capture and evaluate program effectiveness and to evaluate program progress according to strategic objectives.
- Identify and troubleshoot program challenges, implementing innovative solutions to ensure smooth and successful program delivery.
- Coordinate quarterly Facilitator Trainings for community program facilitators, co-facilitators and volunteers. Co-lead in the development of training modules and facilitation of trainings.
- Lead by example, to be an effective mentor and role model for the team. Annually manage staff performance in accordance with key areas outlined in respective work plans, for all team members to clearly understand their roles and expectations and targets are met.
- Coordinate effective and timely review of all programs including SWOT analysis exercises with the team after signature events such as a camp, our annual walk and graduation.
- Review core program content semi-annually with Program Director.

Minimum Education and Experience Requirements

Education and Experience:

- Bachelor's degree in Education, Development, Social Work or a related field.
- Bachelor's degree and 2+ years relevant experience or equivalent combination of education and experience, including 1 year of leadership experience.
- Knowledge and experience facilitating life skills interventions including HIV/AIDS, Healthy Communication, Healthy Boundaries, Peer Pressure, Conflict Resolution, is an added advantage.
- Understanding of key biblical principals as it relates to critical life skills interventions, is also an advantage.
- The ability to communicate in English and speak one or more South African languages, with preference given to siSwati speakers.

Only applicants possessing the prescribed minimum qualifications and experience are invited to submit their electronic CVs and application letters with a subject line **"Sawubona Project Community Program Coordinator"** to info@sawubonaproject.com

Closing Date: **December 1st, 2024**

Sawubona Project reserves the right to verify all information provided by candidates. Please note that correspondence will be limited to short listed candidates only and if you do not hear from us within 3 weeks after the closing date kindly accept that your application was unsuccessful.