



Job Title: **Administrative Coordinator - FT**

Duty Station: Nsambya Kampala, Uganda

NOTE: *Female, refugee applicants are strongly encouraged to apply. Applicants must reside in Kampala or be willing to relocate to Kampala within the first 1 month of employment with Soccer Without Borders.*

About us:

Soccer Without Borders Uganda is a football-for-good organization operating in Nsambya Gogonya since 2008 whose mission is to use soccer as a vehicle for positive change, providing new refugee youth and marginalized girls with a toolkit to overcoming obstacles to growth, inclusion, and personal success while creating a sense of belonging. SWB Uganda serves over 350 out-of-school refugee youth daily from 5 nationalities in Nsambya Gogonya, on the outskirts of Kampala with essential English literacy classes, life skills, and trauma-informed football programming to support their integration into Ugandan society and prepare them for formal school through football, education, and girls' empowerment programming with an additional 950+ youth reach through community football leagues and tournaments.

Role of the Administrative Coordinator

Working cooperatively alongside the other Soccer Without Borders staff, your primary role consists of a combination of process and direct service work, supporting both the administrative/secretarial tasks of the organization as well as supporting and leading one of our English Language Development activities. For these activities, you should work to create a safe, welcoming, and dynamic environment for program participants, fellow staff, parents/guardians, and other organizational stakeholders. You should also work to model and enforce the five SWB rules at all times, both in the classroom and around the SWB Youth Center.

Administration (40%)

- Manage the day-to-day operations of the office, including leading/supporting scheduling meetings and appointments, organizing, and handling correspondence.
- Take care of family and participant registration needs in the main office, and lead the first exposure-family SWB education.
- Coordinate SWB participant mobility track and ensure engagement with families about participants' attendance, record, and report on participants' mobility to concerned/respective teachers and coaches.

- Capture participants' stories of progress and other success stories of the program, recording and sharing them with the Uganda Leadership Team. Contribute to the publication of lead stories on the program's social media and other platforms.
- Work alongside the safeguarding captain and be responsible for capturing youth well-being indicators related to SWB Programming.
- As a Hub Admin Officer, working alongside the MEAL Coordinator, ensure program best practices and innovations are well documented and shared for scale-up and learning.
- Act as the secretary for the organization, taking notes and records on events, and special activities at the program.

Education (40%)

- Headteacher of 1 of the Literacy Youth Classes at SWB, especially in the afternoon shift.
- Plan and lead English and Life skills educational sessions for participants
- Develop and submit lesson plans to the Program Manager at the beginning of each month.
- Identify the needs of participants and work to create programming that is relevant to participants.
- Implement clear classroom management strategies and equitable consequences for student behavior that require correction.
- Complete the designated number of 16 self-reflection activities each month and modify teaching and classroom management practices accordingly.
- Complete the designated number of peer reviews each month and provide clear written feedback to relevant instructors.
- Manage and record attendance records for English classes and educational programming on a daily basis and upload it to Upshot, the M&E Software
- Work alongside the education crew to plan, organize and deliver monthly assemblies at the youth center. Working to ensure participants receive recognition and appreciation for their great behavior, attitude, and attendance.
- Get to know participants, their families, and the community through home visits, parent discussions, SWB Family Days and community/partner events.
- Care for, protect, and manage program supplies and equipment.

Hub & Organizational Participation & Support (20%)

- Work alongside the Wasichana, Football, and Education departments and provide support where needed
- Support the organization's special events, including but not limited to organizing logistics, communications with stakeholders, and providing reports.
- Consistently serve as a role model, setting a good example in conduct, behavior, and attitude for SWB participants.
- Actively participate in all staff meetings, planning sessions, trainings, and special events.
- Help keep the center clean, organized, and conducive to programming.
- Other responsibilities as assigned by the Uganda Director.

Required Qualifications/Skills

- A bachelor's or university degree in education, administration, statistics, or any other related field
- Experience teaching youth in a classroom setting
- Fluency in any of the following languages: Swahili, French, Lingala, Arabic, Tingrinya or Dinka
- Good and practical experience working with Google Suite's Calendar/Drive/Mail and Microsoft
- Excellent organization, prioritization, and time management skills
- Strong communication, analytical, and interpersonal skills with close attention to detail
- Strong desire, and experience working with disadvantaged youth and multicultural populations and maintaining good relationships with stakeholders
- Legal right to live and work in Uganda

Additional Desired Qualifications/Skills

- Experience playing and/or coaching football
- Experience working with NGO and refugee-serving organizations

How to Apply:

All suitably qualified should please email a Cover Letter and CV to: ugandahr@soccerwithoutborders.org
Applications will be accepted until **February 20th**, 2024. Female, Refugee Candidates are strongly encouraged to apply.