



Developing Young Leaders and Entrepreneurs in Africa

Rwanda Operations Coordinator Educate!

Educate! has a unique opening for a new leadership role in our second country of operation. The Rwanda Operations Coordinator role provides an opportunity to apply your administration skills, finance and/or M&E expertise, and entrepreneurialism on a small team.

Educate! is a high-growth, award-winning education social enterprise. Our top priority as an organization is scaling up in Uganda and expanding to new countries. In Uganda, we work in 10% of secondary schools, reaching over 80,000 students. In Rwanda, we are taking a different approach by working through government to support the national competence-based curriculum reform for entrepreneurship subject. Educate! works closely with three partners Rwanda Education Board, Akazi Kanoze Access and Innovations for Poverty Action. The program is called the E!Exchange and will be evaluated in a Randomized Control Trial (RCT).

The Rwanda Operations Coordinator will be at the center of our fast-moving country start-up and will have the opportunity to support the pilot of an entrepreneurship teacher training program reaching 10 districts and approximately 100 schools intensively. We need a master organizer who is energized and driven to lead the operations to ensure Educate! creates a lasting impact on students.

About Educate!

Educate! is a fast-growing non-profit social enterprise, currently operating in Uganda and imminently expanding across East Africa and beyond. We deliver to secondary school youth a skills-based model of education, comprised of leadership and entrepreneurship training, mentorship, and real experience starting an enterprise, and work to incorporate our model into national education systems across Africa. Our Vision for 2024 is to impact 1 million youth annually across 10 countries in Africa.

Educate! is backed by top funders such as The MasterCard Foundation, Echidna Giving, Barr, Segal, Vitol, Planet Wheeler, and Halloran Philanthropies, and featured by Brookings and the Clinton Global Initiative. Educate! team members have won recognition from Forbes 30 under 30, Echoing Green, Ashoka, Global Good Fund, and three Acumen fellowships. We value retention of great people: eight of our top thirteen programs team members have been with Educate! for at least six years.

We manage aggressively to impact, and our Randomized Control Trial – the gold standard of impact evaluation – shows that our students double their incomes by the end of the program.

Rwanda Operations Coordinator Objectives

- **Finance (35%)**

Educate! will be implementing teacher training using an innovative peer-to-peer teacher network for school based training and using district level youth leaders. Most of the finances will be managed by our implementing partner, Akazi Kanoze Access who will submit accountabilities to the Operations Coordinator for review. The Operations Coordinator will also be responsible for managing all Educate! finance systems, payments, and bookkeeping for Educate!'s 5 person team. This also includes any legal filing.

- **Monitoring (30%)**

Educate! will be working together with our implementing partner to ensure all major aspects of the program are implemented. Monitoring will include weekly visits to schools, attending teacher trainings and events, and weekly calls to district master trainers and subject specific leaders. The Operations Coordinator is responsible for managing all monitoring equipment, forms, and data entry.

- **Administration (15%)**

Educate! will maintain a rented house for internationals, guests and trainings. The Operations Coordinator will be responsible for all administration related to the house, any office space, and administration related to printing materials, organizing events and conducting trainings.

- **Reporting (10%)**

The Rwanda Operations Coordinator's role is to liaise with the Educate! Regional Operations & Finance Director to ensure high quality program implementation. This entails managing systems for feedback from the field, rolling out new policy communications and changes, and providing technical assistance where necessary to ensure the implementing partner operations run smoothly.

Qualifications

We're looking for someone who...

- Is a operations specialist and trustworthy
- Will do what it takes to get the job done
- Has a great deal of integrity
- Fits our Five Cultural Tenets – see Who is Educate!? below

- Has experience with operations management (*preferred*). Either direct operations coordination, consulting experience, or some form of M&E, Finance or Administration oversight.
- Has earned a bachelor's degree (*required*);
- Has at least 2 years work experience (*required*); finance experience (*preferred*)
- Rwandan

Terms

- Location is Kigali and our districts of operation in Rwanda
- Short-term starting contract, with hopes of long-term employment
- Salary is negotiable depending on experience
- Benefits include healthcare plan

Application process

Please send a resume and a cover letter to maayan@experienceeducate.org. Please include “Rwanda Operations Coordinator” in the subject line. Also include how you found out about this role, such as listing the name of anyone who referred you.

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.

Who is Educate!?

1. We Put Youth First - Educate! mission is to transform education in Africa to teach youth how to solve poverty. We provide a practical model of education, comprised of leadership and entrepreneurship training, mentorship, and experience starting a business for youth, with the goal of making this model part of the education system. Educate!’s ten year vision is to reach one million students annually across 10 countries in Africa.

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.

Educate! has seen massive impact in our graduates: a **160% increase in average income** and 64% increase in business creation. In 2012 our curriculum and student business club structure was incorporated into Uganda's entrepreneurship course nationally, reaching over 25,000 students annually.

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.

What Educate! Staff Brag About:

- Our model has gone nationwide in Uganda and Rwanda – we worked hard to engage both governments, and our efforts paid off! Educate! has engaged in national curricula reform, impacting many thousands more students than we can reach directly.
- 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.
- We believe in local leadership – 96% of our staff is Ugandan
- Educate! is backed by top funders such as The MasterCard Foundation, Echidna Giving, Echoing Green, Ashoka, Barr, Segal, Vitol, Planet Wheeler, and Halloran Philanthropies, and featured by Brookings, the Clinton Global Initiative and Forbes 30 under 30.