Alumni and YouthLAB Coordinator

**Location:** Ethiopia, Kenya, Rwanda, Tanzania, South Africa, Lebanon, or Jordan  
**Status:** Full time, 6-month contract with possibility of extension  
**Language requirements:** Fluent in English; Kiswahili and/or Arabic desirable  
**Application deadline:** September 7, 2020

Digital Opportunity Trust (DOT) is an international non-profit that works in 25 countries, supporting youth to become innovators and leaders, and to create and apply digital solutions that have positive impact in their communities. DOT works with youth, the private sector, governments, and community-based organizations towards a collaborative vision of communities around the world shaped by daring social innovators.

**The Opportunity:**

DOT is seeking an Alumni and YouthLAB Coordinator to support its international and regional alumni engagement efforts, as well as to coordinate the recruitment, engagement, and support of DOT’s Youth Leadership Advisory Board (YouthLAB) regionally and internationally.

Our ideal candidate is a DOT alumni who has facilitated or participated in a DOT program such as ReachUp!, StartUp!, TeachUp!, the Youth Leadership Program, the DOT Impactathon, or #DOTYouth Street Team.

You should be highly digitally literate and creative, with the ability to engage individuals and groups across digital platforms as well as in face-to-face environments. You should have excellent facilitation and communication skills. Experience coordinating alumni communities or groups of youth is a strong asset.

**Responsibilities:**

**Alumni Engagement**

- Support the development and execution of local, regional, and international alumni engagement strategies;
- Manage, engage, and moderate digital alumni communities;
- Participate in DOT program design activities to represent the experiences and needs of alumni;
- Track and communicate alumni achievements, and produce communications materials for the website, social media, and reports;
- Report quarterly on engagement analytics and KPIs, alongside recommendations and plans for increasing engagement.
YouthLab Coordination

- Support the development and implementation of local and international YouthLAB activities;
- Support the annual nomination of country YouthLAB members to the global YouthLAB board;
- Coordinate the global YouthLAB activities;
- Facilitate training and capacity building sessions to/with YouthLAB members;
- Track and communicate YouthLAB achievements, and produce communications materials for the website, social media, and reports;
- Report quarterly on engagement analytics and KPIs, alongside recommendations and plans for engaging DOT’s YouthLAB.

Qualifications:

- Experience as a facilitator or participant in a DOT program;
- Demonstrated experience managing online communities (for example, Facebook groups, Slack instances, or virtual hackathons.);
- Strong understanding of online engagement, team-building, and communication best practices;
- Extremely digitally literate;
- Attention to detail;
- Availability and flexibility to regularly engage online across multiple timezones (note that this may include occasional evening and weekend work);
- Excellent communicator with strong written and verbal skills;
- Fluent in English; fluency in Swahili and/or Arabic is a strong asset;
- Experience working across cultures is desirable;
- First-hand experience as a social entrepreneur or entrepreneur is desirable.

How to Apply:

Showcase your communications talent and attention to detail by submitting:

- A letter that explains how you meet the qualifications listed in this job description;
- A CV with your professional experience;
- Please do not submit certificates or references at this time.

Please submit the above to careers@dotrust.org with the subject line: Alumni and YouthLAB Coordinator.

Applications are due before September 7, 2020.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.