



InLab Program Associate

About Us:

[Global Minimum Inc. \(GMin\)](#) is a growing nonprofit organization that runs innovative learning programs for young people in Africa between the age of 13-20. Its two programs in Sierra Leone and Kenya- the Innovation Lab (InLab) and the Innovation Challenge (InChallenge) - enhance critical and creative thinking, promote civic engagement, strengthen STEM literacies and develop entrepreneurship and leadership skills in youth.

The InLab program is an afterschool program that provides youth in partner schools with the space, tools and equipment to engage in hands-on and project-based learning through STEM. We work closely with educators and students to develop student-centered STEM curriculum that reflects current trends

GMin is a vibrant growing organization in an important, fast expanding space with great growth potential. The Program Associate will join a global team of passionate leaders who are continually seeking innovative ways to improve educational outcomes and employability amongst African youth. GMin aims to rapidly expand within Kenya and throughout the African continent in the next 5 years and is looking for curious, creative and committed people to join us on this journey!

Role Description

We are looking for an enthusiastic InLab Program Associate to work closely with the InLab Program Manager to execute the creation of communities of innovation. The energetic candidate will play an active role in community outreach, program delivery, membership coordination and monitoring and evaluation. The Program Associate will carry out a range of activities including but not limited to facilitation, stakeholder engagement, curriculum development and data management.

Responsibilities

- Support Program Manager in maintaining strong programmatic relationships with local stakeholders, including Ministry of Education, corporate sponsors, educator training networks, school administrators, teachers and parents.
- In line with GMin's Outreach Strategy, host information sessions at schools and conduct community outreach to encourage students to apply for the InLab program.
- In collaboration with Program Manager, conduct the selection of InLab participants.

- Deliver core curricula focused on introducing design thinking, STEM and 21st century skills .
- Evaluate the InLab program to effectively support growth of the program and align with current trends in maker education, STEM & project based learning.
- Collaborate with program staff to identify youth opportunities for program participants including field trips, workshops, speaking engagements and conferences.
- Record and collect monitoring and evaluation data.
- Publicize programmatic activities on social media, radio, print media, and GMin's website.
- Coordinate program volunteers.

Qualifications

- Bachelor's degree in computer science, engineering, education, community development or at least 2 years relevant experience.
- Demonstrated experience in administering and facilitating workshops, particularly for teenage youth.
- Open-minded self-starter who will thrive while tackling new challenges.
- Excellent written and verbal communication skills. Excellent interpersonal skills – can effectively engage with stakeholders ranging from school children to senior government officials.
- A team player eager to contribute to a growing organization and community.
- Deeply passionate about youth development and social impact.
- Leadership or hands-on teaching experience is a plus.

What we offer

- Experience working with an innovative organization and collaborate with prominent local and global leaders in the education, innovation and social impact.
- Flexibility and ability to shape your own professional development.
- Ability to do meaningful work and directly impact Kenya young leaders.
- Benefits package that includes, health care, professional development stipend and leave days.

Compensation

This is a 1 year independent contract for Ksh. 60,000 per a month.



Location

Nairobi, Kenya

To be considered:

Applicants must be legally able to work in Kenya

We are accepting applications on a rolling basis. Only qualified candidates will be contacted by GMin. Please submit your resume and cover letter to info@gmin.org.