



Open Job Position : Program Co-ordinator

The Ngadi Foundation is seeking a student to fill the position of a Program Coordinator for the 2023 summer. The project aims to provide quality work experience for the student, enabling the student to develop and improve on valuable work skills.

The student will help in the planning and implementation of the Emeka Ngadi Scholarship program and event.

- Assist in distribution of the Scholarship program advertisement, compile list of scholarship applicant, create materials in preparation for the Award presentation ceremony; Work with the Scholarship planning committee and students throughout the screening, interviewing and selection process. Assist with planning the scholarship award ceremony and distribution of scholarship awards.
- Coordinate the production of various content and tools (videos, banners, etc.) and be able to create attractive visuals for social networks and other digital platforms; Writes content, prepares scripts and edits videos in order to create exciting and engaging content for foundation programs • Write, produce reports and perform analyses of our online presence in relation to our operations.
- Assistant in fundraising initiatives, Sponsorship and Grant application by researching funding opportunities and contacting and processing the application process.

Assisting in any other administrative operation

The terms of work will be 35hr/wk for 8 week.

The student will be paid \$14.50/hr.

Interested applicants should submit his/her CV to info@ingadifoundation.org before 26May2023.