

## Job Description

### *Training Coordinator*

#### **Organization Overview:**

Amal is a non-profit organization that runs two training centers based in Marrakech. The first center serves as a social restaurant, and the second is dedicated to catering services and cooking classes for tourists. Through these two centers Amal offers a practical and theoretical training program to underserved and underprivileged women in culinary arts. After completing the training, the women are further assisted in job placement to become financially stable and independent.

#### **About the role:**

The training coordinator will join our team to support the implementation of our training program. The training coordinator will ensure the quality and organization of our training program activities as well as placing students in their jobs post training. The training coordinator is a full time job position and will report directly to the training manager and work closely with the administrative team.

#### **Responsibilities:**

##### **Recruitment & Orientation**

- Compile applications of potential trainees and coordinate interview times
- Invite accepted trainees to the Orientation week
- Plan & implement the orientation week to familiarise the trainees with Amal mission

##### **Theoretical Training**

- Plan weekly sessions, coordinate with trainers, chefs, volunteers, and anyone involved in the training
- Oversee trainees' learning on the Amal e-learning platform
- Look for new learning opportunities for the trainees

##### **Practical Training**

- Plan the training rotations successfully
- Monitor the improvement and evolution of the trainees throughout the training
- Conduct evaluations of trainees and chefs performance by the end of every rotation

##### **Internships**

- Plan internships in local food establishments for all trainees and onboard them in the internship sites
- Follow up with the internship sites on the trainees performance
- Check in on the trainees and provide support as needed

## **Job Placement**

- Network with potential employers and maintain a good relationship
- Reach out to potential employers who are open to recruiting new trainees
- Follow up with both the trainees and the employers during their first month of employment to check if both parties are satisfied
- Plan a site visit to the trainee once the trainees is settled in their jobs

## **Qualifications:**

The ideal candidate has first and foremost a passion for development work and for the overall mission of Amal, and sees this as not only a job but a way to be of service to the strong, resilient women who apply to Amal's training program.

- Bachelor's degree, with 2-3 years of experience working with an NGO in women's empowerment
- Demonstrated understanding of underserved women and women's situation in general in Morocco
- Demonstrated experience in managing activities and, or assisting with management of programs
- Experience working with "beneficiaries" before and having tangible impact on them
- Experience with reporting or assisting with it (quarterly, annually reports)
- Excellent organisational, interpersonal and communication skills
- Fluent spoken and written English, proficient in French

We thank all applicants for their interest in working with Amal Women Training Center. Only those selected for an interview will be contacted.

To apply, send your resume (cv) and a cover letter entitled Training Coordinator to [amalnonprofit@gmail.com](mailto:amalnonprofit@gmail.com)

Your cover letter should be in English and should not exceed one page. It must clearly demonstrate how your skills, experience and knowledge meet the responsibilities and requirements for the role (as set out in the job description).

Deadline for applications: Ongoing

We are accepting applications on an ongoing basis until the position has been filled.