



TRAINING OFFICER FOR CORPSAFRICA/MAROC

POSITION DESCRIPTION & RESPONSIBILITIES

About CorpsAfrica:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. www.corpsafrica.org.

Overview of the Position:

CorpsAfrica is looking for an **experienced trainer/educator** to lead the CorpsAfrica training program in Morocco. In this role, the Training Officer will **1) lead the design and implementation of Volunteer training** and **2) build the capacity of CorpsAfrica staff in key skills to support their job functions**. For Volunteers, there are four major trainings throughout the course of the year: Pre-Service Training (5 weeks), In-Service Training #1 (2 weeks), In-Service Training #2 (4 days), and Close of Service Conference (3 days). The Training Officer will be responsible for coordinating all aspects of these trainings as well as facilitating key training components, including but not limited to the human-centered design (HCD) and asset-based community development (ABCD) components. In addition, the Training Officer will be responsible for building the capacity of CorpsAfrica Staff in a number of key areas related to CorpsAfrica's program. The Training Officer reports to the Morocco Country Director.

Specific Responsibilities:

Volunteer Training (Estimated 50%)

- Plan and schedule the four Volunteer trainings throughout the year in collaboration with the senior country office staff, Regional Training Manager, and Chief Training Officer
- Conduct regular preparation meetings ahead of trainings; coordinate the implementation of training; regularly assess progress, Volunteer needs, and areas for improvement; and make necessary modifications to training program—with the participation of all appropriate staff
- Lead and facilitate the HCD and ABCD training as well as other key components of the overall training program
- Identify, equip, and support homestay families in the host community for training and work with these communities and community leaders to support Human Centered Design practical training sessions
- Organize and manage the schedule and all administrative and logistical aspects of training, including but not limited to venues, meals, transportation, printing, materials and equipment
- Compile training budgets and maintain detailed, accurate records of expenses in close collaboration with senior country office staff
- Coordinate all CorpsAfrica/Maroc Volunteers, staff, alumni, and outside trainers, presenters, and facilitators involved, including those from NGOs, government, academia, businesses, and other development partners
- Ensure quality trainings and develop alternative training methods if expected results are not met

Staff Development (Estimated 25%)

- Lead onboarding for all new CorpsAfrica/Maroc staff
- Develop professional development plans and monitor progress in collaboration with staff
- Identify professional development opportunities for staff on specific skills needed and serve as the liaison between CorpsAfrica and professional development organizations
- With the support of CorpsAfrica's global training team, plan and lead trainings for CorpsAfrica/Maroc staff on a variety of topics related to CorpsAfrica's program, including but not limited to: Volunteer Training, Coaching Volunteers, Supporting Exchange Volunteers,

Volunteer Recruitment and Selection, Volunteer Policies and Procedures, Site Identification and Development, Community-Led Projects, and Volunteer Health and Safety.

- Build the capacity of CorpsAfrica staff in training, facilitation, adult education principles, and participatory training methodologies
- Design and lead a Training of Trainers for CorpsAfrica/Maroc staff prior to each Volunteer training
- Work closely with the CorpsAfrica/Maroc staff to present sessions and activities, using a variety of instructional techniques and formats such as large and small group training activities, role playing, simulations, team exercises, group discussions, videos and lectures
- Support CorpsAfrica staff to serve as cross-cultural informants and language coaches for Exchange Volunteers

Documentation and Reporting (Estimated 10%)

- Establish and maintains clear electronic files of all training materials
- Keep training materials up to date
- Write training reports to share lessons learned across the organization

Trainees Assessment (Estimated 5%)

- Guide/direct the evaluation of Trainees' progress, including written assessments, interviews, and staff roundtable meetings during Pre-Service Training

Additional Duties (Estimated 10%)

- Design, organize and implement workshops, seminars, conferences or similar events as needed
- Facilitate meetings as assigned by the Country Director
- Co-facilitate trainings on HCD & ABCD for rural communities as needed
- Perform other tasks as required to support the mission of CorpsAfrica/Maroc

Qualifications:

- Demonstrated expertise and experience facilitating hands-on, participatory learning experiences for youth
- Knowledge of HCD and ABCD
- Extremely organized, detail-oriented, punctual, and results-oriented
- Demonstrated initiative, adaptability, integrity, and judgment
- Ability to work well with a wide variety of people, acting with diplomacy and tact with staff, Trainees, community members and local authorities
- A passion for and commitment to youth leadership, participatory community development, and training
- Excellent professional speaking, writing, and presentation skills in English and Arabic (fluency in local languages and French is a plus)
- Excellent computer skills (email, calendar, and Google Workspace Tools (Docs, Sheets, Slides, etc.))
- Ability to work independently and as part of a team
- Ability to work nights or weekends when necessary

***Only applicants that possess the qualifications mentioned above will be considered. **To Apply:** Send CV and Cover letter that illustrates qualifications relevant to this role as a single PDF (titled: Last Name, First Name - Morocco Training Officer application) to morocco@corpsafrica.org. **Deadline to apply is Feb 28, 2023.**