

Title: Program Officer- Alumni Development
Reporting to: Alumni Development Manager
Start Date: Immediately
Employment Type: Full-time
Location: Based in Lagos, Nigeria

About Teach For Nigeria

Teach For Nigeria (TFN) is focused on developing a movement of leaders across the nation who are committed to ending educational inequity. Through a two-year Fellowship, TFN will recruit the nation's most promising graduates and young professionals of diverse academic disciplines to serve as full-time teachers (Fellows) in underserved schools in poor communities. Through this experience, our Fellows gain exposure to the realities of Nigeria's education system and begin to identify their role in building a wider movement for educational equity.

Position Summary

The primary role of the Alumni Development Officer is to work with the Alumni Development team to develop and implement a strong Alumni Development program. The Alumni Officer will focus on leadership and professional development, facilitating Fellows and alumni to embark on high-impact paths and empowering their continuous commitment towards expanding educational opportunities for all children in Nigeria. Teach For Nigeria seeks a highly strategic individual who will support the vision for alumni leadership, researching strategic partnerships that maximize alumni impact across diverse sectors.

Roles and Responsibilities

Responsibilities include, but are not limited to:

Ongoing Research and Support

- Research on opportunities and partnerships to support Alumni and Second year Fellows.
- Leveraging on your personal Network and experience to create opportunities for Alumni.
- Support the implementation of mentorship program for second year Fellows.

Engagement with the Alumni Community

- Support the development of an active Alumni community inspired by and dedicated to Teach For Nigeria's mission by planning, implementing, and maintaining programs that maximize alumni engagement and foster strong relationships between alumni and Teach For Nigeria.
- Constantly engaging with the Alumni Community by coordinating Alumni Meetings, Alumni Check ins and calls.
- Developing and sharing Monthly Newsletters with updates and opportunities for Alumni

Support programmes and initiatives under the Alumni Development Department

- Provide administrative and programmatic support for major events such as Graduation Ceremony, Networking events, Alumni Conference, Focus group and other events under Alumni Development.
- Support Implementation of all Programmes under the Alumni Development Department.
- Facilitator Management and Profiling
- Supporting with coordinating recording and sharing Alumni Podcast Series and monthly Newsletter.

Maintaining a strong Database for Alumni Development

- Maintaining a strong database for the Alumni Department. across all activities.
- Build and utilize data systems to track alumni progress toward career goals, monitor levels of engagement with Teach For Nigeria

Education and Experience

- Bachelor's degree required; an advanced degree preferred
- 1 to 3 years of professional experience
- Experience in career development and/or social development sector is an advantage

Required Skills

- Ability to set goals and strategy and use data to guide actions
- Excellent organizational skills

- Excellent writing and other communication skills
- Deep commitment to Teach For Nigeria's mission and core values
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic team ● Great at connecting and building deep relationships, even with people who are quite different from you
- Excellent Research skills
- Knowledge of basic technical online platforms such as Mailchimp, Google apps, Zoom, Microsoft Office