

**Position: Special Projects Officer**  
**Reporting to: Special Programs Coordinator**  
**Location: Lagos, Nigeria**  
**Employment Type: Permanent Contract**

## 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. In the short term, through a two-year Fellowship, TFN recruits Nigeria's most outstanding university graduates and young professionals of all academic disciplines to teach as full-time teachers (as Fellows) in high-need 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. In the long term, TFN supports its alumni – equipped with the experience, conviction, and insight that comes from leading children to fulfill their potential – to be a force for change, working from across sectors to expand educational opportunities.

More information can be found at: <https://teachfornigeria.org/>

## About Teach For Nigeria's Special Projects Unit

Teach For Nigeria's Special Projects Unit drives high-impact initiatives that sit outside the core fellowship program but are critical to expanding the organization's reach and deepening its impact. These include programs like the Radio School, Let Girls Thrive (LGT), Time For Change (TFC), Teachers' Training, and other funding projects.

These initiatives respond to real and urgent needs in communities, from improving access to learning to strengthening teacher capacity to supporting student-led changemaking. As the scope of this work continues to grow, there is a need for dedicated coordination to ensure these projects are delivered well, on time, and in line with Teach For Nigeria's goals.

## Position Summary

Teach For Nigeria is seeking a highly organized and proactive Special Projects Officer to support the planning and delivery of key programs and events across the Special Projects portfolio. The Special Projects Officer will work closely with the Special Projects Lead and other teams to coordinate activities, manage timelines, support partners, and ensure that all projects are executed smoothly from start to finish. This role requires someone who can stay on top of multiple priorities, follow through on details, and work well with both internal teams and external stakeholders.

## Key Responsibilities

### Project Planning and Execution

- Support the end-to-end planning and delivery of all Special Projects, from design to execution and close-out.
- Develop clear workplans, timelines, and budgets for each project, and track progress to ensure timely delivery.
- Coordinate day-to-day activities across multiple projects, ensuring alignment with overall program goals.

## Program Coordination Across Key Initiatives

### Radio School

- Coordinate with partner radio stations to ensure sessions are aired as scheduled and with consistency.
- Support radio school champions, the rollout of listener engagement activities, including quizzes and community interactions.
- Track listener participation and gather feedback through existing and new listener hubs.
- Document stories, feedback, and lessons from the program to support reporting and improvement.

### Let Girls Thrive (LGT)

- Coordinate the review and update of LGT curriculum and advocacy resources, capacity-building sessions, peer learning spaces, and engagement activities for advocates.
- Support Fellows to engage learners, parents, teachers, and community stakeholders effectively.
- Track advocate activities, girl club progress, and overall community impact. → Collate data and stories that show progress, challenges, and areas for improvement.

### Time For Change (TFC)

- Support the rollout and continuity of Changemaker-in-Action Clubs in schools. → Work closely with advocates to guide the implementation of student-led projects. → Track participation, project progress, and outcomes across schools. → Document impact stories and learning points to support reporting and stakeholder engagement.

### Teacher Training Program

- Support the planning and coordination of training sessions, including logistics and facilitator engagement.
- Assist with reviewing and updating training content and materials where needed. → Track teacher participation, engagement, and post-training follow-through.

→ Support coordination with education officers and other stakeholders to ensure smooth delivery and follow-up.

## Event Coordination and Delivery

- Support the planning and execution of high-impact events such as the Girls' Sports Tournament, STEM Summit, and other community-based events.
- Coordinate logistics, vendors, facilitators, and partners to ensure events run smoothly.
- Support post-event activities, including feedback collection, documentation, and reporting.

## Stakeholder and Partner Management

- Serve as a key point of contact for facilitators, vendors, and external partners across projects.
- Maintain regular communication to ensure alignment, clarity, and timely delivery of responsibilities.

## Data Tracking, Documentation, and Reporting

- Work closely with the Impact team to collect, organize, and track data across all initiatives.
- Ensure activities, participation, and outcomes are properly documented. ● Support the development of reports, impact stories, and updates for internal and external stakeholders.

## Cross-Team Coordination

- Work closely with Programs, Impact, Operations, and Communications teams to ensure all project needs are met.
- Follow up across teams to ensure timelines, resources, and deliverables are aligned. Risk and

## Delivery Management

- Identify potential challenges or delays early and flag them for action. ● Support the implementation of practical solutions to keep projects on track and ensure full delivery.

## Education and Experience

- A Bachelor's degree from a reputable institution.
- 2–4 years of relevant experience in program coordination, project management, or a similar role.
  - Experience working in the education or development sector is an added advantage.

## Required Skills

**Board Members:** Kunle Elebute | Alero Ayida-Otobo | Nike De Souza | Ayo Olajiga | Segun Olukoya | Lai Koiki  
AbdulRahman Mjinyawa | Dudun Peterside | Bolanle Njidefor | Abubakar Suleiman | Joke Chukwumah | Folasade Adefisayo

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*"One day, every Nigerian child will have the opportunity to attain an excellent education"*

- Strong organisation and time management skills, with the ability to manage multiple tasks at once.
- Good communication skills, both written and verbal.
- Ability to work independently and follow through on tasks with minimal supervision.
- Strong attention to detail and ability to track progress across different workstreams.
- Ability to work with different teams and build good working relationships.
- Problem-solving mindset and ability to stay calm under pressure.
- Working knowledge of tools such as Google Workspace, Microsoft Office, and virtual meeting platforms.

## How to Apply:

Please email your CV and a one-page cover letter to: [careers@teachfornigeria.org](mailto:careers@teachfornigeria.org) Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in this position. Only short-listed candidates will be contacted.