



Dec. 5th, 2022

Title:

OLLAA Education Department Coordinator

Organization Description:

Founded in 2017, Oromo Legacy Leadership and Advocacy Association (OLLAA) is a non-profit, community-based organization, which seeks to serve the socio-cultural needs of the Oromo people in Ethiopia as well as in the diaspora. It is built on the following principles and goals: Advocacy and Community Building, Education and Youth Training, Business and Future Development, and Culture and Women Empowerment. Our model is to learn, connect, and create change within the diverse problems facing Oromos around the world.

Position Overview:

OLLAA is seeking a diligent and self-motivated team player to join our team as an Education Department Coordinator. This position offers the opportunity to participate in a broad range of tasks which keep every working day interesting. The coordinator will play a hands-on role in OLLAA's education department leadership and work in close partnership with our executive committee to carry out education department activities to ensure effectiveness and efficiency.

The role involves direct involvement in the running Afaan Oromoo, Gadaa System, Oromoo history, Culture, Advocacy and other classes/training. This includes: managing class promotion, serving as a supervisor, updating and/or developing curriculum and modules.

Responsibilities Include:

- Draft curriculum and modules in consultation with Education department boards and OLLAA executive director; assist with preparation of department annual budget.
- Lead and work closely with all the volunteers in Education department
- Manage and prepare class promotion both virtually and locally
- Recruit volunteers and educators
- Prepare workshops and short training on Oromo history, culture and education
- Work closely with OLLAA executive director and education department boards
- Manage Education department materials, consult IT department to update education websites and other social Medias.

Qualifications & Requirements

- Ability to work independently and demonstrate flexibility.
- Applicants who have previous Education, Language, Leadership and management experience are preferred or related fields are required.



- Communicate effectively in the Afaan Oromoo, in both oral and written forms, English proficiency is preferred.
- Ability to interact successfully with supervisors, teachers, and students
- Ability to make independent decisions and respond to immediate needs of students.

Compensation and Application Information:

After the 30 days, applicants will be hired as a permanent or contractor. payment will be negotiated during the interview, depending on qualifications and experience.

Interested candidates should send a resume, references, and cover letter describing your specific qualifications and interest in the position to info@ollaa.org with the subject line “OLLAA Education Department”

Applications will be reviewed as they are received. Position begins as soon as possible. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted.

For more information about OLLAA visit: www.ollaa.org