

## **ELIGIBILITY CRITERIA**

Prospective volunteers must meet the following eligibility criteria;

- 18 years and above
- Able to read, write and communicate in English
- Passionate about social impact in his/her community
- Willing to commit a 6 months engagement with Pivot Africa subject to renewal by volunteer's choice
- Willing to carry out duties as directed
- Possess a smart phone with access to internet

## **JOB DESCRIPTIONS PER TEAM**

**1.LUMINARY ONBOARDING:** - Responsible for reaching out to facilitators/luminaries when needed for any of the Pivot Africa programs, establishing and maintaining contact with them during the period of engagement with the organization.

### Skills required

-Communication, interpersonal skills, networking, team building, negotiation, problem solving and organizational.

-Knowledge of and experience with the use of Microsoft applications, goggle applications. Must be able to write both formal and informal letters in English language

### Materials required

-A smart phone, internet access, laptop

### Commitment

-3 hours a day, about 18-20 hours a week.

**2.FELLOW ONBOARDING:** Responsible for monitoring and reviewing applications received for Pivot Africa programs particularly the Great Employee Program. Also responsible for communicating feedback to fellows or volunteers and maintaining contact with fellows after a program as directed by the managing team.

### Skills required

-Communication & interpersonal skills, good judgement, critical thinking, empathy, team building, organizational

- Knowledge of and experience with the use of Microsoft applications, goggle applications, mailing applications.

Materials required -A smart phone, internet access, laptop

Commitment -3 hours a day, about 18-20 hours a week excluding onsite events that occur periodically and may run for a day.

**3.COMPANY ONBOARDING:** Responsible for reaching out to companies when needed for any of the Pivot Africa programs, establishing and maintaining contact with them during the period of engagement with the organization.

Skills required

-Communication, interpersonal skills, networking, team building, negotiation, problem solving and organizational.

-Knowledge of and experience with the use of Microsoft applications, goggle applications. Must be able to write both formal and informal letters in English language

Materials required -A smart phone, internet access, laptop

Commitment -3 hours a day, about 18-20 hours a week excluding onsite events that occur periodically and may run for a day.

**4.QUALITY ASSURANCE:** The major focus of this subteam will be the Post Fellowship Simulation(internship). Using objective metrics, this subteam will ensure that any Fellow with 5 Star status meets all the requirements. They are also responsible for developing and assessing the aptitude tests during the fellowship program. The subteam will also be responsible for conducting monitoring and evaluation for PivotAfrica.

Skills required

-Communication, interpersonal skills, networking, team building, negotiation, problem solving and organizational.

-Knowledge of and experience with the use of Microsoft applications, goggle applications, knowledge about data analysis (if possible).

Materials required -A smart phone, internet access, laptop

Commitment -3 hours a day, about 18-20 hours a week excluding onsite events that occur periodically and may run for a day.

**5.GRANTS WRITING:** This team is responsible for sourcing and applying for grant opportunities beneficial to the organization. They coordinate and source sponsorships and potential partnerships with other organizations.

Key Responsibilities: 1. Continuously sourcing for grant opportunities and applying for them

2. Supervising and coordinating all departments and team members required for a successful grant/sponsorship.

3. Responsible for obtaining information about possible partners and sponsors.

### Skills required

-Strong organization skills with a problem-solving attitude, very good verbal communication skills, an eye for details, decision- making, critical thinking, ability to work in a team.

-Written and verbal communication skills, applied knowledge of goggle applications, internet savvy with, knowledge and use of social media, MS office applications, adobe reader, goggle applications, Knowledge about data analysis (if possible)

**6.MEDIA & PUBLICITY:** Responsible for publicizing all Pivot Africa events as well as communicating the vision/mission to the public. The social media team is also in charge of creating and maintaining the brand of the organization, increasing its online presence and improving followership on the various social media platforms for potential partners and sponsors.

### Key Responsibilities:

1. Responsible for publicizing events on the organization's various social media platforms e.g. Instagram, Facebook and Twitter pages.
2. Responsible for media coverage of any PIVOT outing or event and live updates on social media platforms.
3. Responsible for sourcing for and putting up posts to inspire and engage the public on our blog alongside Instagram, Facebook and Twitter.
4. Developing ideas and side projects that would help promote growth and boost the image of the organization.

### Skills Required

-Creativity, leadership, ability to multitask and ability to work in a team, networking, team building, negotiation, problem solving.

-Applied knowledge of goggle applications, internet savvy with a vast knowledge of social media platforms, writing skills, content creation skills.

Materials- Laptop, Internet connection, smartphone.

Commitment -4 hours a day, about 20-24 hours a week excluding onsite events that occur periodically and may run for a day.

**7.ADMINISTRATIVE TEAM:** Responsible for the day-day running of the activities that run in the organization ensuring the smooth flow of information from each team to another.

Key Responsibilities: -Information dissemination to all departments on important issues discussed.

- 1.Managing and organizing supplies used during events.
- 2.Maintaining and updating the membership/ volunteer database of the organization.
- 3.Organizing a system for important and confidential documents of the organization.
- 4.Communicating with clients and other organizations that partner with PIVOT.

5.Planning meetings and schedule appointments, replying mails and sending mails.

6.Arrange travel and accommodations if needed

7.Planning and coordinating workshops, conferences and other events as the need arises which may include visiting schools, meeting with principals or other heads.

Skills required

-Strong organization skills with a problem-solving attitude, communication skills, decision- making, leadership, ability to work in teams, interpersonal, negotiation

- Written and verbal communication skills, competency at filing and updating records, applied knowledge of goggle applications, internet savvy with a proven expertise in using MS Office applications.

Materials- Laptop, Internet connection, smartphone.

Commitment -4 hours a day, about 20-24 hours a week excluding onsite events that occur periodically and may run for a day.

**8. TEAM, PIVOT AFRICA, TEEN TALK:** Responsible for developing and organizing programs relating to the vision of the pivotafrica teen talk which is to equip the teenagers with 21<sup>st</sup> century skills and prepare them for a thriving African continent.

Skills required

-Strong organization skills with a problem-solving attitude, communication skills, decision- making, leadership, ability to work in teams, interpersonal, negotiation

- Written and verbal communication skills, competency at filing and updating records, applied knowledge of goggle applications, internet savvy with a proven expertise in using MS Office applications.

Materials- Laptop, Internet connection, smartphone.

Commitment -4 hours a day, about 20-24 hours a week excluding onsite events that occur periodically and may run for a day.

PivotAfrica.

