



Job title	<i>Freedom School Manager</i>
Reports to	<i>Communications Coordinator</i>
Start date	

Job purpose

To develop and manage ORG’s public civic education project “Freedom Schools”.

Duties and responsibilities

1. Develop and Expand Freedom School Infrastructure

- a. Work with Communications Coordinator and Freedom School Volunteer Committee to develop curriculum and format for Freedom Schools
- b. Secure venues and audiences for Freedom school presentations in community settings (churches, associations, town halls & schools)
- c. Create and maintain a schedule of Freedom School
- d. Recruit volunteers and partners to assist in execution and proliferation of Freedom Schools in new communities
- e. Develop train-the-trainer model to enable partners and volunteer to perform Freedom Schools
- f. Work with Communications and Engagement Coordinators to develop Freedom School “ digital pathways” - a sequence of communications and activities to encourage further civic engagement, education and activities following Freedom School sessions.
- g.
- h. Provide content and activities from meetings/activities to the Communications Coordinator for creation of messaging and development of collateral materials

2. Measure Freedom School Impact

- a. Work with Communications Coordinator and Executive Director to develop key performance indicators for impact and success of Freedom School sessions and activities.
- b. Maintain communication and track efforts of Freedom school participants.
- c. Measure, record and analyse KPIs and provide quarterly progress reports to Executive Director and ORG Council Members.

3. Develop and maintain Freedom School budgets and reports

- a. Work with Communications Coordinator and Executive Director to develop and maintain annual budget for Freedom Schools
- b. Maintain expense records activities
- c. Work with the Admin Coordinator to prepare an annual report on financial status of Freedom School activities
- d. Work with ED and Media Coordinator to develop an Annual report of ORG’s activities

4. Other Responsibilities

- a. Meet weekly with Communications Coordinator for Supervision
- b. Support additional ORG activities, as needed

c. Attend quarterly ORG Council meetings

Skills and Requirements

- Strong organizational and project management skills
- Public speaking and volunteer management
- Work experience in community organizing, program/project management, education administration or related fields preferred
- Photography and graphic design skills a plus
- Some travel to Family Islands may be required

Direct reports

Project Consultants, Volunteers, and Interns
