



**Job Title:** Programme Coordinator  
**Department:** Programmes  
**Reporting To:** The Executive Director  
**Qualification:** Bachelor/Masters  
**Location:** Jos, Nigeria  
**Type:** Fixed Term Contract  
**Salary Band:** Band C (N80,000 -150,000)

## Background

The [Custodians of African Literature Initiative \(COAL\)](#), is an independent nonprofit committed to empowering children and youth in underserved communities through alternative education and literary arts. We believe in education, the power of books, and creative self-expression in amplifying youth voice and agency for advancing youth-led solutions to inequality.

We believe that being able to read and write is the first step in preparing a young person for success, and books have the propensity to make children and youth better thinkers, writers, and leaders. Our motivation stems from our commitment to improving socio-economic development and enhancing social integration for marginalized groups. Our alternative approach reduces inequalities and increases access to education and creative spaces for young people. COAL believes bridging the education inequality gap is possible through books. Our programmes amplify youth voices and create platforms for literary and creative expressions across communities.

## Why Join Us?

By joining our team, you will play a vital role in empowering young people through alternative education and literary initiatives. We inspire creativity, nurture talent, and shape the future of African narratives by providing platforms for young people to truly thrive. Your contributions will create lasting impact—equipping youths with the skills, confidence, and opportunities they need to thrive and drive positive change in their communities.

## Job Summary

We are seeking a dedicated and experienced Programme Coordinator to join COAL. The Programme Coordinator will play a crucial role in managing and implementing COAL portfolios and projects aimed at accelerated learning, youth development and supporting social-economic and leadership development in target communities. This position requires strong leadership, Programme management, organisational, stakeholder engagement and communication skills, as well as a passion for education and community-driven social interventions.

## Position Overview

As a Programme Coordinator at COAL, you will be at the heart of our mission, responsible for the strategic planning, implementation, and evaluation of our diverse range of programmes and initiatives. You will work collaboratively with the executive team, staff, volunteers, and community partners to ensure that our programmes are delivered effectively, have a lasting impact, and align with our organisation's overarching goals and results areas. This role offers a unique opportunity to lead and contribute to innovative solutions that address complex social challenges. In this role, you will take on a critical responsibility of supporting the execution of a comprehensive five-year strategic plan to align development initiatives across the education, creative, advocacy and business development portfolios of COAL. This strategic planning component is central to our organisation's ability to drive positive change and maximise our impact within these key areas.

## Responsibilities

### Portfolio Management

- Collaborate closely with senior leadership, board members, and key stakeholders to implement the long-term vision for all portfolios.
- In collaboration with the ED, support the development of a detailed five-year strategic plan (2026-2030) that outlines specific goals, objectives, and performance metrics for each portfolio.
- Ensure that the strategic plan is in alignment with the organisation's overall mission, values, and objectives.
- Conduct a thorough assessment of the current status of initiatives within the education, creative, and advocacy portfolios.
- Identify opportunities for alignment, synergy, and integration across these portfolios to maximise their collective impact.
- Define clear strategies for cross-portfolio collaboration and cooperation.

### Programme Development and Planning

- Collaborate with stakeholders, including grantees, community members, donors, and board members, to identify pressing needs and Programme goals.
- Develop comprehensive Programme plans, including clear objectives, strategies, timelines, budgets, and resource allocation.
- Ensure that Programme objectives are consistent with the organization's mission and strategic vision.
- Develop annual and quarterly project workplans, including activities, timelines, and resource requirements.

- Coordinate with the team to identify project deliverables and ensure timely implementation of tasks.
- Monitor project progress, identify potential issues, and implement corrective actions.
- Ensure project activities are executed within the allocated budget and timeline.
- Regularly communicate project updates to stakeholders and provide progress reports.

### **Programme Implementation**

- Oversee the execution of projects, ensuring that they run smoothly and efficiently.
- Monitor Programme progress, assess risks, and make timely adjustments to achieve desired outcomes.
- Foster a culture of continuous improvement and innovation within the Programme team.

### **Resource Management**

- Manage Programme budgets, meticulously tracking expenses and resource allocation.
- Seek out and secure funding opportunities, grants, and partnerships to support Programme initiatives.
- Develop and maintain relationships with donors and funders.

### **Evaluation and Reporting**

- Develop and implement robust evaluation methods to measure portfolio and Programme impact and effectiveness.
- Prepare regular and comprehensive reports for internal and external stakeholders.
- Use data-driven insights to guide Programme enhancements and refinements.

### **Community Engagement**

- Build and nurture strong relationships with community members, organizations, and partners and stakeholders.
- Facilitate collaboration and collective action among Programme participants, volunteers, and community stakeholders.
- Ensure that projects are culturally sensitive and responsive to the needs of diverse populations.

### **Team Leadership**

- Recruit, train, and lead Programme staff and volunteers, fostering a high-performance and inclusive team culture.

- Provide guidance, mentorship, and support to team members to ensure Programme success.

### **Compliance and Documentation**

- Ensure that all Programme activities adhere to legal and regulatory requirements.
- Maintain meticulous Programme records, including participant data, progress reports, and financial documentation.

### **Qualification**

- Bachelor's degree in a relevant field (Master's preferred).
- Proven track record in Programme management, preferably within the non-profit sector.
- Exceptional project management skills, with the ability to multitask and prioritise effectively.
- Excellent written and verbal communication skills.
- Proficiency in data analysis and reporting.
- Experience in grant writing and fundraising.
- Ability to work independently and collaboratively in a team environment.
- Attention to detail and a proactive approach to problem-solving.

**Experience:** At least 3 years' experience in a similar role, preferably in education and youth development.

**Supervisory Responsibilities:** The Programme Coordinator will supervise a team of Project Officers and Volunteers.

**Required Languages:** English (Fluency in Hausa would be an added advantage)

### **Equal Opportunity**

COAL is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors. *Qualified women are strongly encouraged to apply.* COAL recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

### **How To Apply**

To apply for this role, [fill this form](#) and attach your CV and cover letter by **14<sup>th</sup> February 2025**.