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Discovering Deaf Worlds (DDW) Full-time Position Description: Program Coordinator

JOB: Discovering Deaf Worlds (DDW) seeks a Program Coordinator for the implementation of program activities for the Strengthening Deaf Education, Empowerment and Employment (Deaf-E³) in Nigeria. Deaf-E³ is a collaborative program between Gallaudet University, DDW and the Nigerian National Association of the Deaf (NNAD).

The Program Coordinator will work with DDW for approximately 3 years to provide direct support to the NNAD. Support will include but is not limited to, capacity building, organizational development training, and human rights training.

The person to lead this role will show a strong commitment to upholding DDW's values and principles which include community lead, collaborative approach, following the World Federation of the Deaf's policy statement "Work Done by Member Organizations in Developing Countries", and viewing sign language as a natural right for Deaf people.

SPECIFIC RESPONSIBILITIES: The Program Coordinator has the following responsibilities:

Program Planning, Implementation, & Evaluation

- Facilitates workshops and trainings with NNAD, DDW staff, and contractors.
- Oversees design, marketing, promotion, delivery, and assessment of the Strengthening Deaf Education, Empowerment and Employment (Deaf-E³) in Nigeria program.
 - Develops and implements public relations strategies to inform the general public about the program.
- Arranges program dates, accommodations, transportation, itineraries, and activities with ground operators and/or partners in destination countries.
- Manages the creation, revision, and dissemination of materials (reservation forms, itinerary, pre-trip documents, website) as needed.
- Compiles, maintains and reports on program statistics and other related data to grant funded agencies and DDW's Board of Directors.
- Analyzes trends and impact of program, identifying issues and developing and recommending solutions to the Co-Executive Directors. Ensures that DDW is supporting its partners in the most effective, efficient, and appropriate manner, given its resources.
- Works Directly with NNAD to ensure the completion of all grant deliverables.
- Serves as the on-the-ground liaison between Gallaudet University and DDW Co-Executive Directors.
- Drafts quarterly program reports.
- Maintains a working knowledge of significant developments and trends in the fields of deafness and international development.
- Performs other tasks as determined by the Co-Executive Directors.

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DESIRED QUALIFICATIONS:

- A Bachelor's Degree or higher. Degree in international development, studies or relations preferred.
- Minimum of one year experience working directly with international deaf communities, preferably in Nigeria or West Africa
- A history of success in managing complex projects, strategic planning processes, and system improvement efforts.
- Ability to interact with people of all ages, cultural backgrounds and native languages.
- Personal qualities that include integrity, commitment to DDW's mission, respect for diversity, and the ability to inspire and motivate.
- Commitment to understanding partner organizations' interests, commitment, energy to advocate for partner organizations with internal and external constituents.
- Team orientated; balanced focus on personal accountability and team goals.
- Ability to work flexible hours.

LANGUAGE FLUENCY REQUIREMENTS: American Sign Language, English, and Nigerian Sign Language is a plus.

TRAVEL/RELOCATION REQUIREMENT: The ideal candidate will be willing to relocate to Nigeria for the duration of the grant term. Alternatively, the Program Coordinator will visit Nigeria approximately 2-3 times per year for 2-3 for a minimum of weeks per visit.

CONTRACT TERM: The program coordinator will serve for the duration of the contract, which is expected to begin September 2021 and end June, 2024.

EVALUATION: Program Director is subject to a performance evaluation by the Co-Executive Directors on an annual basis, or as deemed necessary.

TO APPLY: Visit <https://tinyurl.com/DDWProgramCoordinatorNigera>. Please upload a cover letter, 2 letters of recommendation, and a resume on the online form.

DEADLINE: October 19th, 2021 11:59pm EST

If you have any questions, please contact:

History Estill-Varner & Sachiko Flores
Co Executive Directors
Discovering Deaf Worlds

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