

Dear Frankline,

PROJECT COORDINATOR VOLUNTEER

FCDA is poised to review its processes and shaping work towards the adaptation of systems practices. We are delving into the new phase which is aimed at improved connectivity, undertake innovative and engaging field work with the goal for social impact and value creation to the most vulnerable in the Cameroon through online and physical presence.

We have desire to focus on education, agriculture, skills development, climate action and sporting activities. We hope to reaching out to scale up our revenue stream to 20 million frs withing the next three years and we require the services of a Project Coordinator Volunteer who shall champion this goal.

JOB DESCRIPTION

- Maintain and monitor project plans, project schedules, design budgets and expenditures.
- Organise, attend, lead and participate in stakeholder meetings.
- Identify grants schemes available and constitute a database each month on possible applications.
- Prepare for necessary presentation materials for meetings.
- Identify skill volunteers to join the team in areas of agriculture, climate action, education and sporting
- Determine project changes and advise management on next steps
- Develop Project Proposals and submit drafts of documents to be submitted to donors
- Undertake project tasks as required and develop project strategies
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Ensure smooth management of all digital accounts (twitter, Instagram, Facebook, LinkedIn and any other media
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft applications including Word, Excel, power point and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Bachelor's degree in business or related field of study.

Note: All accounts, log in details and other tools will be placed at your disposal

This position is not paid but you will be offered a monthly communication credit of 5,000frs starting from June 2022 and a Laptop will be provided to you by July 31st.

You are free to represent FCDA at any meetings or third parties but this must be validated by the Executive Director.

Based on your productivity, you will be assigned 20% of all revenue or proceeds generated by FCDA of which you intervened. However, upon evaluation after 6 months, you might be placed on a salary scheme monthly which will be a token for your work.

If this is what you will like, please do well to sign and return a copy with effective start date on the 1st of June 2022.

