



## **EWB Long Term Fellowship Food for All Ghana**

**Role:** Operations and Projects Coordinator

**Venture:** Food for All Ghana

**Website:** <https://www.facebook.com/food4allghana/>

**Location:** Accra, Ghana

**Start Date:** Training May 2017, placement start date June 2017

**Duration:** 12 months

**Engineers Without Borders Canada (EWB)** is a Canadian NGO that invests in people and ventures to create a thriving and sustainable world. Bolstered by its network of 36 chapters and 1600 members, EWB provides seed funding, talent and mentorship to social enterprises throughout sub-Saharan Africa. For more information on EWB, visit <http://ewb.ca>.

### **The EWB Fellows Program**

The EWB Fellows Program exists to develop a cadre of Systems Change Leaders by equipping them with the opportunities, competencies and skills needed to build a more thriving and sustainable world. Every year we recruit 25-30 outstanding people for the 12-month Fellowship, placing successful candidates in one of our early-stage Ventures located throughout sub-Saharan Africa. This Fellowship opportunity is with Food For All Ghana and is based in Accra, Ghana.

### **About Food For All Ghana**

Food For All Ghana works to improve lives along Ghana's agricultural value chain. The organisation operates West Africa's first food bank, recovering food to feed individuals in children's homes, aged care facilities and psychiatric wards. Additionally, in order to promote sustainability and food security, Food For All Ghana provides these institutions with grants to start producing their own food. The organisation also has a focus on advocacy, running events throughout the year dedicated to building networks and resources. Lastly, Food for All Ghana has recently established SDG2 Farms, a store dedicated to providing smallholder farmers with a location to sell their organic products.

### **About the role**

Food for All Ghana currently operates with five staff, including two drivers, two administrative staff and the founder and CEO. Your role will be to manage operations, delegate tasks to administrative staff and improve processes to ensure for increased efficiency in operations.

As a Operations and Projects Coordinator for Food for All Ghana, your responsibilities will include:

- Managing day-to-day operations of Food Bank and SDG2 Farms
- Improving processes for efficiency in operations
- Project Management for events and programs
- Monitoring and Evaluation of projects
- Managing local staff and ensuring team collaboration and work satisfaction
- Fundraising:
  - Build relationships with major donors or companies
  - Research fundraising opportunities and write grant applications

Sound exciting? Here's who we are looking for.

## **Skills & Qualifications**

### *Required*

- 2+ years experience in a field related to community development, project management, non-profit operations, M&E, etc.
- A self-starter with strong initiative and developed organisational skills
- Proficient written and verbal communication skills
- Stakeholder management and relationship building skills

### *Wish List*

- Experience managing a cross-cultural team
- Events management experience
- Keen interest in food security and food access.

Please note: You must be a Canadian citizen, permanent resident, or landed immigrant in order to apply. No exceptions.

## **Compensation**

All costs relating to the placement are either paid for directly by EWB (airfare, insurance, vaccinations, trainings) or indirectly through a living stipend, which covers food, living expenses, local travel, etc. Fellows also receive an honorarium to assist with repatriation costs. The stipend covers basic living expenses for a modest lifestyle in your placement country. You should not expect to save money during this year or use the stipend to cover previous expenses (e.g. student loans).

Additionally, EWB offers a range of benefits including insurance, a settlement allowance, professional development opportunities, and more.

## **Application Instructions**

Submitting your application for the EWB Fellowship involves two steps:

Step 1: Under the subject line "Operations and Projects Coordinator - Food for All Ghana", submit your CV/Resume to [devonmatthews@ewb.ca](mailto:devonmatthews@ewb.ca).

Step 2: Complete the following [online application form](#). Please select "EWB Long Term Fellowship - Food for All Ghana" as the "Opportunity type". If you would like to submit your candidacy to more than one role, please fill out separate forms.

Applications will be reviewed, and interviews scheduled on a rolling basis, so please submit your application as soon as possible. If the posting is still on our website, consider the role available.

For further detail about EWB, please visit [our website](#).