

Executive Associate to Co-CEO & Head of Portfolio

About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the [onebillion](#) application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

Candidate Profile

The Executive Associate will play a supporting role in carrying out Imagine's mission, to design, test and scale tablet-based learning solutions that enable children to become literate and numerate. The position offers an international, flexible, learning environment to enhance individual career development and growth. The Executive Associate will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. They will work directly with the Co-CEO & Head of Portfolio (COO equivalent) of Imagine, to support Imagine's growth in our scale countries.

Over the next six years, Imagine's goal is to serve more than 10 million children in at least four countries, ultimately achieving three times the typical level of literacy and numeracy outcomes of national education systems in Africa (60% fluency by the age of 10, as opposed to 20%). This all while delivering the program at less than \$5 per child per year.

Key Responsibilities

The Executive Associate will work closely with the Co-CEO and Head of Portfolio, focusing not only on providing administrative and operational support but also on driving key organizational initiatives. This role involves conducting research for problem or root-cause analysis, preparing impactful presentations, and managing strategic projects to enhance the effectiveness and efficiency of Imagine Worldwide's mission delivery. The ideal candidate must be a world-class operator with strong relationship building skills. The Executive Associate's responsibilities will include - but will not be limited to - the following:

Co-CEO & Head of Portfolio Support

- Work directly with the Co-CEO & Head of Portfolio to support key aspects of their work.
- Prepare impactful presentations for meetings, including gathering documents, drafting documents or presentations and attending to logistics of meetings.
- Consolidate notes from meetings and discussions, share action steps and follow up to resolve issues.

- Draft, review and send communications on behalf of executives. Coordinate work with other staff as needed and play a key role in the coordination of organizational efforts both within and outside Imagine Worldwide.
- Facilitate alignment of team activities and tasks within Imagine's theory of change to maximize results. Assist Co-CEO & Head of Portfolio in monitoring program performance across countries, identifying gaps and areas requiring support or improvement.
- Prepare concise monthly portfolio reports summarizing key metrics and updates from country teams.
- Collaborate with the Co-CEO and Head of Portfolio to conduct research for problem or root-cause analysis and drive key strategic projects to enhance the effectiveness and efficiency of Imagine Worldwide's mission delivery
- Keep the Co-CEO & Head of Portfolio advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Support executives to manage information flow across the organization in a timely and accurate manner to maximize team productivity.

Knowledge Management

- Contribute to maintaining the Imagine 'Playbook'. The Playbook details our in-country **implementation model** which spans 5 to 8 years from early-stage pilots, to full-scale deployments throughout the country with the ultimate goal of fully transitioning the program to government ownership.
- Identify or source raw/unstructured information across the organization and document, compile activities, package toolkits and templates to ensure the Playbook remains relevant and up to date.
- Identify, standardise and automate frequently used artefacts such as reporting templates.
- Manage no-code and low-code platforms (currently Airtable, Softr, Notion) and tools used for the playbook and become the playbook owner.

Collaboration & Productivity Tools

- Manage the setup/maintenance of internal collaboration and productivity tools (currently Google Suite, Slack, Asana, Loom).
- Develop strategies to drive utilization and adoption of online collaboration and productivity tools for project management and stakeholder management, to enable as much asynchronous work as possible and maximise team productivity.
- Become a super-user of internal tools and coach team members.

Country Board Support

- Assist to schedule country level board meetings well in advance; coordinate with executive directors and attend to logistics of meetings.
- Assist to prepare and review board packs for board meetings, including gathering documents, drafting documents or presentations and/or formatting documents to deliver high professional output.
- Take minutes during board meetings, share action steps and follow up to resolve issues.

Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

- Bachelor's Degree.
- A minimum of 8 years' experience in operations management, management consulting, project management, monitoring and evaluation, or a similar field.
- Strong digital literacy skills using a variety of no-code, artificial intelligence tools, other productivity and collaboration tools.
- Additional work experience is welcome.

Specific skills (required)

Exceptional project management skills and proven experience that includes:

- Excellent written and oral communication skills in English.
- Strong communication skills and ability to write clear and concise reports and synthesise information into compelling presentations.
- Strong interpersonal and relationship-building skills.
- Ability to work effectively in multicultural environments and teams.
- Familiarity with productivity and collaboration tools for task and project management.
- Exceptional with the use of AI tools such as ChatGPT, GoPilot, Google AI etc.
- Strong aptitude for data analysis and data-driven decision-making
- Strong organizational skills and superior attention to detail.
- Ability to work under pressure and meet deadlines.
- Excellent working knowledge of G Suite, MS Office, Slack etc.
- Ability to prioritize and display a high level of adaptability/flexibility

Qualities

- Passion for Imagine's mission and vision.
- Demonstrated commitment to equity in educational access and outcomes.
- Demonstrated competency in project management and desire to manage complex projects.
- Demonstrated ability to think independently and solve problems.
- Collaborative team player; clear and proactive communicator.
- Flexible, adaptable, and able to work in a fast-paced, changing environment.
- Discretion and confidentiality.

Compensation and Benefits

Salary is competitive and commensurate with experience.

Location

The Executive Associate must be based on the African continent, ideally close to Central African Timezone. The Executive Associate will frequently collaborate and coordinate with teams in Malawi, Tanzania and Sierra Leone, as well as the Imagine Global team. **Applications for the role can be submitted [online here](#).**

Applications close January 6th 2025.

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Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.