

<b>Job Title</b>	Technical Report Writer
<b>Departement</b>	Monitoring & Evaluation Team
<b>Location</b>	Remote or In person
<b>Role Description</b>	
<p>Impactful Education is an early-stage community-based organization committed to establishing educational hubs that foster intellectual growth among future generations to work towards systemic change in education. Our mission is to create transformative ripple effects across communities, engaging youth as leaders and influencing positive change through the power of education. We achieved our mission by working directly with local educational institutions, particularly schools in the rural town of Anyama, Ivory Coast. We accomplish this mission by forming partnerships with local educational institutions in rural communities, creating education hubs that extend learning beyond the traditional classroom.</p> <p><b>Position Overview:</b></p> <p>Impactful Education is seeking a Report Writer - Monitoring, Evaluation and Research Volunteer to support our work and gain experience in the same. The candidate must be in the last year of bachelor's degree and must have experience in Data analysis and report writing in the area of international development, education, youth empowerment and for donor audiences. The volunteer should work independently directly with our local team to draft reports under tight deadlines. This position can either be remote or require traveling to Ivory Coast for field work.</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Oversee the creation, drafting, and distribution of quarterly, bi-annual, and annual donor reports alongside outcome studies</li> <li>● Conduct thorough analysis and critical evaluation of data and evidence, synthesizing pertinent information for inclusion in reports</li> <li>● Under the guidance of the Director of Monitoring and Evaluation, coordinate the tasks of other volunteers and interns involved in supporting M&amp;E reporting initiatives.</li> <li>● Support grant writing projects and other special projects as needed</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>● Strong Written communication skills, ability to write clear, structure and persuasive proposals</li> <li>● Data analysis and computer savvy is a plus</li> <li>● Ability to work independently and in a team setting</li> <li>● Experience with Microsoft Office Suite is preferred</li> <li>● Writing and reading knowledge in French is a plus</li> </ul> <p><b>To be successful in Impactful Education:</b></p> <ul style="list-style-type: none"> <li>● Have a passion for our mission and a strong desire to impact an early-stage nonprofit</li> <li>● Be an innovative and creative thinker; do not be afraid to try something new and inspire others to do so</li> <li>● Maintain a very high level of personal and professional integrity and trustworthiness</li> </ul>	

- Have a strong work ethic, take initiative, and require minimal direction

**Benefits:**

- Directly impact Impactful Education's efforts to identify and work with partners to fund education-related projects that provide literacy and technology learning to students in rural environments
- Gain insight into our early-stage nonprofit operations
- Apply knowledge and experience to an international nonprofit while gaining exposure to making an impact at an international level.

**Please note that this is an unpaid position: For any further questions, please reach out to us at [info@impactfuleducationprojects.org](mailto:info@impactfuleducationprojects.org).**