

BLOSSOM ACADEMY

Programs Coordinator

Location: Accra, Ghana

Job Type: Full-time

About Blossom Academy:

Blossom Academy is a leading education and career development organization committed to empowering individuals with the data skills and knowledge needed to thrive in the modern workforce. We offer a range of programs designed to bridge the gap between education and employment, equipping our learners with the tools to succeed in their chosen careers.

Job Description:

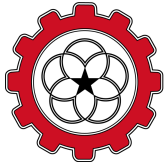
We seek a mature, friendly, upbeat Programs Coordinator to join our team. The ideal candidate will be instrumental in implementing our Fellowship programs. You will represent our brand and be our sponsoring partners' internal liaison. You must also possess excellent communication and interaction skills and be motivated and assertive. The fast-paced setting requires strong multi-tasking skills, reliability, and a desire to grow.

Responsibilities:

- Implementing the end-to-end admissions process, from application submission to enrollment, ensuring a smooth and efficient experience for prospective students.
- Design a strategy to build a pipeline of freelancing employment opportunities for admitted students.
- Launch, manage, and grow Blossom Academy's agencies across freelance platforms like Upwork and Fiverr—regularly review and report graduates' performances.
- Nurturing and managing relationships with sponsoring and strategic partner(s), encompassing data collection, on-site visits, and regular consultations.
- Collaborating with implementation teams to write detailed technical reports.
- Ensuring meticulous project schedule monitoring and managing task deadlines to achieve set targets.
- Supporting workshops and training sessions on resume building, interview preparation, networking, and job search strategies.
- Assisting with monitoring and tracking learners' progress, providing regular feedback and adjustments to their career development plans.

Qualifications:

- Educational Background:
 - Bachelor's degree in Education, Business Administration, Project Management, or a related field.
- Experience:
 - Minimum of 2 years of experience in program coordination, project management, or a related role.
 - Experience in the education or training sector is highly desirable.



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- Familiarity with virtual learning platforms and remote education tools is a plus.
- Technical Skills:
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
 - Experience with project management tools (e.g., Trello, Asana) is preferred.
 - Basic understanding of data management and analysis.
- Soft Skills:
 - Excellent organizational and time management skills, with the ability to handle multiple tasks simultaneously.
 - Strong communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders.
 - Attention to detail and a proactive approach to problem-solving.

Preferred Qualifications:

- Experience working in a fast-paced, dynamic environment.
- Certification in project management (e.g., PMP, PRINCE2) is a plus.
- A passion for education and a commitment to empowering others.

To apply, please submit your resume and cover letter to **applicants@blossom.africa**. The subject line must read “**Programs Coordinator.**”

Blossom Academy is an equal-opportunity employer. We encourage candidates from all backgrounds to apply.