



BUILD-A-TECH
INCUBATOR & WORKSPACE
Building the technology of tomorrow to solve the challenges of today



JOB DESCRIPTION for **EDUCATION COORDINATOR**

Build-a-Tech Incubator & Workspace is a hardware technology accelerator dedicated to equipping local Nigerian entrepreneurs with 21st-century technological resources and providing professional guidance to develop businesses that invigorate the community. We are launching a range of educational programs focused on technical skills, including CAD, CNC machining, 3D printing, laser cutting, embedded systems, as well as other tech courses on demand

CLASSIFICATION: Technical Personnel

JOB TYPE: On-Site / Full-time

WORK HOURS: Monday to Friday | 08:00 AM to 04:00 PM
Saturday | 08:00 AM to 04:00 PM (1 per month)

SALARY: ₦85,000 to ₦100,000 Monthly
*Determined by relevant years of experience, qualifications,
and education*

LOCATION: Uyo, Akwa Ibom

BASIC JOB FUNCTION

Plan, coordinate, and oversee all training programs, workshops, internships, and other educational initiatives at Build-a-Tech. This role requires a proactive individual with strong organisational skills and a passion for technology and education. The coordinator will work closely with the management team, trainers, partners, and students to ensure the smooth execution of all educational efforts.

Key Responsibilities:

- Develop and implement training curricula for various technical skills programs.
- Coordinate the scheduling, logistics, and delivery of training sessions, workshops, and internships.
- Oversee student recruitment and enrollment processes, and maintain accurate records of participant progress.
- Identify and establish partnerships with educational institutions, NGOs, and industry players.
- Supervise trainers, ensuring they have the resources and support necessary for effective instruction.
- Track program performance and provide regular reports to the management team.
- Organise community outreach events to promote Build-a-Tech's educational offerings.
- Explore new technology training areas in line with industry trends and community needs.
- Develop and manage internship programs, connecting students with industry partners.
- Ensure training materials and equipment are well-maintained and properly utilised.
- Handle inquiries and provide ongoing support to students and trainees.

Required Skills:

- Strong project management skills with the ability to multitask and meet deadlines.
- Excellent communication and interpersonal skills.
- Experience in community outreach and partnership development is a plus.
- Proficiency in Microsoft Office Suite and other relevant digital tools.

Optional Skills:

- Familiarity with technical skills such as CAD, CNC machining, 3D printing, laser cutting, and embedded systems is an advantage.

Key Competencies:

- Leadership and team coordination.
- Problem-solving and adaptability.
- Initiative and self-motivation.
- Passion for technology and education.

EDUCATION:

Experience and proficiency in the above Duties & Responsibilities and Required Skills sections will be weighed above any educational qualifications. Applicants not possessing the above-listed degrees should not be discouraged from applying.

It is preferred that applicants possess a **Bachelor's degree in Education, Engineering, Technology, or a related field with a minimum of 2 years of experience in coordinating training programs, preferably in a tech or innovation-focused environment.**

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **EDUCATION COORDINATOR** position.

Applications close on **9th May 2025 at 11:59 PM.**

Additional enquiries should be directed to careers@buildatech.ng

Build-a-Tech Incubator & Workspace is an equal-opportunity employer committed to diversity and inclusion in the workplace.