

**Position Title: Lecturer; Writing and Computer Literacy**  
**Reports to: Youth Programs Administrator**

Kairos International is a non-governmental organization (NGO) that invests in the soul, mind, and skills of young adults. Through the holistic approach of combining mentorship, business education, and skills training, we aim to invest in the whole person.

As a Christian organization we value faith, people, potential, and community above all else. Our desire to serve others in line with the example of Jesus instills a commitment to serve and work with the utmost excellence.

## The Need

### *Job summary*

As a Kairos lecturer, your role is to educate students on the fundamentals of business and entrepreneurship. The lecturer will be responsible for presenting the subject matter in a way that is excellent, comprehensive, creative, and can be comprehended by out of school youth.

This course will cover the fundamentals of writing, CV and resume preparation, and developing individual confidence in the effective use communication, research, and writing skills. The lecturer must also possess the knowledge and ability to utilize computers and related technology efficiently. The course will cover computer fundamental programs, i.e. Microsoft word applications, google programs, etc.

## The Work

### *Key Duties and Responsibilities*

- Create a syllabus for the students outlining content of classes and projects in basic computer and writing skills
- Teach each course in a way that can be comprehended by youth from vulnerable situations (i.e. out-of-school, at-risk youth)
- Integrate out of classroom project based learning
- Prepare assessment tools to track progress of students
- Advise students on an academic level; report to the Youth Administrator if students need additional support in academics
- Research and develop learning materials
- Contribute to the development of the business/entrepreneurship curriculum
- Keep accurate records on all students
- Any other official duties as may be assigned by your supervisor

## The Qualifications

### *Qualifications, Skills, and Experience*

- Possess a Bachelor's degree in business studies, literacy, computer technology, or any related field
- Masters degree preferred
- Have experience in a teaching setting
- Excellent in Word processing applications

## The Qualities

### *Character Traits*

- Excellent verbal and written communication skills
- Excellent preparation skills
- Knowledge and passionate about the subject matter
- Problem solver; critical thinker
- Creative teaching style
- Flexible and collaborative
- Approachable
- Team player