



THE FANOS LIGHT EDUCATION AND VIRTUES INC.



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## **Brief Description of the Fanos Light Education and Virtues Inc.**

The Fanos Light Education and Virtues is a charitable organization founded in Feb 2019 in Winnipeg, Canada under the name The Fanos Light Children Support Inc. This organization was designed with the purpose of supporting children and youth education in Canada, Ethiopia and beyond.

At The Fanos Light, we believe in the power of education to change and transform learners and their futures. Children and youth need access to education, educational aid materials, resources, and support systems to succeed in their studies and personal lives. The Fanos Light has designed several programs aimed at mobilizing knowledge, experiences, and resources to improve access to education and educational outcomes. We utilize theories and principles of teaching and learning that will meaningfully engage and impact children and youth development, learning, motivation, and aspiration. Additionally, we focus on raising awareness regarding access to education, resources and support systems and mobilizing those who believe in the power of education to make a difference in the sector.

### **The Vision**

“Our vision is to see a generation that is equipped with proper training, knowledge and virtues.”

### **The Mission**

To provide children and youth access to resources, tools, supports and opportunities to help them succeed as students and individuals | To educate and inspire positive change through teaching and engagements | To create learning environments that facilitate learning, growth, and development | To encourage, engage and equip children and youth to believe in their potential, and the endless possibilities ahead of them.

### **Our Values**

Belief | Compassion | Sacrifice (perseverance) | Dedication | Responsibility | Diligence  
Effort | Learning | Honesty | Creativity

## **Job description, duties and responsibility of the program coordinator**

We are looking for a motivated person who is willing to go extra mile in the role and responsibilities presented. This position is a program coordinator position. The person who accepts this position will take the responsibility of managing and coordinating our after-school program. He/she will help in planning and organizing programs and activities as well as carry out important operational duties with the guidance of the director.

The person must be dedicated, responsible, organized and detail-oriented, comfortable working with children, their parents and the volunteers who will be working in the afterschool program. The main task of the program coordinator is to mobilize resource to facilitate the effective management of programs according to the organization's version and mission.

This a temporary, 10-month position running from September to June. It's a 4 hour per week position with the salary of \$25/hour

### **Responsibilities of the Program Coordinator**

- Support planning and coordination of a program and its activities
- Ensure implementation of the program based on the guideline.
- Keep and Maintain records of the program and its activities.
- Manage and communicate the programs outcome to executive director and people responsible.
- Help build positive environment within the organization and maintain the organization values.
- Prepare short monthly report about the program and the activities of the program.
- Support works that is designed to establish the growth and development the Fanos Light
- Coordinate, manage the afterschool program.
- Communicate and report to the executive director about the activities, outcomes, challenges and limitations of the program and the activities.

**Qualification/Required skills.**

- The first thing is the person needs to have the willingness to go extra-mile, must be friendly and responsible.
- Experience as program coordinator or relevant position is a plus.
- Knowledge of program management and development procedures
- Knowledge in finance, bookkeeping and reporting.
- Excellent communication skills, computer skills
- Ability to work with divers' group of people, children and youth who are coming to our program.
- Excellent time-management and organizational skills
- Excellent verbal and written communication skills
- Detail-oriented and efficient
- BA in business administration or relevant field is a plus.