

TUMO Tirana Learning Coach

The Albanian–American Development Foundation (AADF) in partnership with the Municipality of Tirana and TUMO Yerevan Center for Creative Technologies will establish TUMO Tirana Center for Creative Technologies in October 2020. We are seeking young professionals to coach and help guide students as they learn skills at the intersection of technology and design. All learning coaches must be passionate about digital literacy, design or technology and be able to share this enthusiasm with students.

The TUMO Educational Program is an after-school program where teens learn skills at the intersection of design and technology. Teens between 12–18 years old learn skills with multiple learning targets including animation, game development, graphic design, filmmaking, music, robotics, programming and 3D modeling.

Key Responsibilities:

Learning Coaches work directly with students to:

- Assist them in the design of their personal learning plans through TUMO’s in-house software;
- Support their learning process;
- Offer guidance towards the completion of learning activities;
- Provide encouragement and motivation to teens learning new skills;
- Assist in workshop and project coordination in various technology related areas;
- Track student attendance and provide feedback regarding student development, take measures to engage and inspire reluctant students;
- Convey a positive, patient, supportive and professional image to students;
- Promote learning by creating a collaborative and energized environment;
- Provide feedback to TUMO content evaluators in the development of new learning activities and the fine-tuning of existing activities;
- Flexible to travel to Yerevan, Armenia for 2 weeks training;
- Flexible in undertaking other duties which may be assigned periodically.

Requirements:

- Bachelor’s Degree or Ongoing Bachelor’s Degree in related field preferred;
- Excellent people skills and experience in working with teenagers;
- Capable to develop higher order skills such as creativity, analytical thinking and initiative taking, as well as organizational capabilities such as teamwork, communication and research skills;

- Previous mentoring/coaching experience in related field is preferred;
- Experience with the web and use of online resources and tools is a plus;
- Excellent communication skills, including written communication, personal interaction and public presentation;
- Strong motivation and empathy skills in working with students and capable of giving feedback;
- High integrity, strong professionalism and solid ethics;
- High proficiency level of English.

Application Procedure:

Please reference the job position to the subject of the e-mail. Please submit a Curriculum Vitae and a Motivation Letter detailing relevant knowledge, experience and interest in the position to the following address: careers@aadf.org.

Applications will be accepted only electronically and should not be dropped off at AADF office. All applicants will receive a confirmation that their electronic submission was received. However, only the shortlisted candidates will be contacted for an interview.

The deadline for the submission of applications is 31 July, 2020.

The winning applicant is expected to start his/her job as described above in September 2020, pursuant and depending on the development that relate to the COVID-19 pandemic.