

## **EDUCATION OFFICER**

HackYourFuture Belgium is a non-profit organization that offers programming training to refugees, asylum seekers and others that have limited access to higher education and the job market in Belgium under the umbrella of Open Knowledge Belgium.

Under the overall guidance from the General Manager and under the direct supervision of the Education Coordinator & Researcher, the Education Officer is responsible for the HYF Lab @Bruxelles at the operational level

### **As the education Officer, your tasks and responsibilities include:**

- Teaching the HYF curriculum, with the help of coaches
  - Make sure students understand the goal of the different modules and understand the individual and group works (homework)
  - Do Wednesday check-ins with students
  - Ensure students receive feedback on their projects
- Monitoring and tracking the progress of our students
  - Set up a way to do record keeping and tracking
  - Work with the Education Coordinator & Researcher to find an efficient way to assess student's progress
  - Ask feedback from coaches
- Working with a team consisting of +/- 40 volunteers (coaches and mentors)
- Finding volunteers for:
  - Sunday classes (previous coaches can be contacted again, remote classes)
  - Job coaching sessions (2 weeks in November 2022)
  - Career Skills sessions (1 per month)
- Facilitating the collaboration between coaches
  - Give coaches an update on the curriculum and educational materials
  - Regularly meet up with coaches to get to know each other
  - Organise structured coach preparing sessions for each module
  - Get coaches involved in student homework reviews and facilitate coaches with homework reviews
  - Make links with the alumni network
  - Inform volunteer-coaches on what's expected from them (coach handbook repo)
  - Introduce a structured way to involve alumni as volunteer-coaches
- Supporting the HYF team:

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- Weekly updates about the progress on the educational side
- Provide the General Manager and relevant colleagues with materials for communication purposes
- Organise corporate partnership for the Final Project  
(Sponsorship or coaches available by a partner company)
- Being the point of contact and provide educational support for students during the training
- Being present on Sundays during class (both online and in-person in Brussels)

## What profile are we looking for?

### Bachelor or equivalent skills and experience

- Min. 3y of relevant work experience
- Background in web development
- Passionate about helping people and enthusiastic about teaching code
- Great social skills. You enjoy speaking to students and volunteers
- Both independent and a team player
- Able to plan, keep deadlines and manage the educational planning
- Goal oriented. You like to get things done.
- Hands-on mentality. You are a creative problem-solver.
- Available on Sundays
- Available on scheduled evenings for meetings with students & volunteers
- Fluency in English (both written and spoken)

## What can we offer you?

- A dynamic working environment within a highly motivated multicultural team
- A community of experienced and super skilled volunteers
- Opportunities to build your network within the Open Knowledge and tech community
- Room for your own input and ideas
- A 100% FTE contract until November 2022 (renewable, depending on funding)
- [Pay scale: PC 329.01 B1c](#)
- Meal Vouchers
- Health insurance benefits
- Flexible working hours
- Compensation for commuting via public transport or bicycle
- Desk in our office at Epitech
- Flexibility about remote working

## Interested?

Send your CV and motivation letter to [lizhen@hackyourfuture.be](mailto:lizhen@hackyourfuture.be) by Friday 28 January 2022. Short-listed candidates will be invited for an interview.