

AIM Coordinator | Job Description

Title: Administrative Impact Monitoring Coordinator

Location: Adabraka, Accra

Terms: Full Time

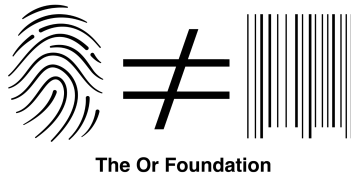
Starting Salary: USD 1750 Monthly Gross + Health Insurance and Paid Leave

Reports to: Senior Manager for Impact and Funding Partnership

About Us: Since 2011, The Or Foundation has worked at the intersection of education, environmental Justice, and fashion innovation to identify and manifest alternatives to the dominant model of fashion, alternatives that bring forth ecological prosperity as opposed to destruction to allow citizens to form relationships beyond their role as consumers. Today, this work is centred primarily in Accra, Ghana, where we operate in solidarity with the world's largest secondhand clothing market to catalyse a Justice-led circular textiles economy. Our collective team works across three distinct levels of programming. We offer critical relief to members of the secondhand market ecosystem in Accra, from direct grants to help rebuild after fire outbreaks to wrap-around job training and immersive support for young women to transition out of conditions of modern-day slavery. We develop and bring to life new pathways to transform waste material into economically and ecologically useful products and systems, from business incubation for upcyclers to experimental design with bioreactors. We conduct extensive environmental and socio-economic research to inform strategy, policy, and action at both the local and global level, bringing awareness of waste colonialism into classrooms, boardrooms, and legislative sessions through media, scientific publication, as well as coalition and delegation trips that build bridges beyond single stories and across perspectives.

Our team is as diverse as our programming, with members joining the organisation from within our communities of impact and throughout Ghana, as well as others from the Netherlands, France, and the USA. We are registered as a nonprofit and non-governmental organisation in the USA and Ghana, respectively.

Role Overview: This new position will track and record systems shifting progress in real time, helping to structure impact growth and program delivery strategies, and driving our ability to demonstrate what is working, for whom, and why. Outcomes for key stakeholder groups, including women working as kayayei (headporters), secondhand reuse and remanufacturing entrepreneurs, and surrounding community members are the leading measurement of program effectiveness in order to ensure strategies remain data-based toward tangible community impact. The Administrative Impact Monitoring (AIM) Coordinator is responsible for the administrative and implementation of collecting, monitoring, and analysing the outputs and outcomes of organizational programs within an assigned focus group. The role helps ensure that the organisation effectively manages and communicates the impact of our work across our various initiatives to foster community ecological care within the context of Ghana's secondhand clothing economy and the global efforts to stop



waste colonialism. The AIM Coordinator will embed within operational teams to track impact and to maintain program work plans and reporting frameworks, to monitor key risks, and to provide insights and recommendations to strengthen program planning and delivery.

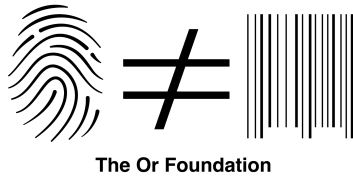
Key Responsibilities

Monitoring and Impact Analysis

- Support the design, implementation, and maintenance of monitoring systems to track results and impact within the focus group.
- Work closely with project leads and team members to translate KPIs into actionable work plans with clear measurement and tracking strategies.
- Monitor programmatic Key Progress Indicators (KPIs), milestones and performance, embedding within operational teams to ensure that impact data is consistently and accurately documented and reported in a timely and consistent fashion.
- Work collaboratively with the Senior Manager for Impact and Funding Partnership to develop impact dashboards, trend analyses, and reports that synthesize data into clear, actionable insights for internal learning and external reporting.
- Consolidate quantitative and qualitative data to produce impact summaries, case studies, and learning briefs.
- Support the reconciliation of impact targets and achievements with financial metrics both for budget planning and actual realization.
- Identify and escalate delays and impact roadblocks appropriately in order to support on-time, on-target and on-budget program delivery.
- Support periodic internal and external reporting, including donor updates and organizational impact reports.
- Work with team leads to ensure impact stories and data reflect the voices and experiences of communities served.
- Advise project leads and teams on performance trends, impact insights, and project performance using data-driven insights and evidence-based recommendations.
- Stay informed about evolving monitoring and impact practices, particularly within the environmental justice and circular economy sectors, and integrate relevant approaches into program planning and implementation
- Document and share lessons learned, good practices, and innovations that emerge from program implementation.
- Attend community and external meetings and events where necessary to collect impact data and feedback in real time.

Risk Monitoring and Escalation

- Contribute to regular risk assessments and ensure key decisions are documented and followed up.
- Monitor program implementation for emerging risks and ensure early identification of operational or contextual challenges. Escalate critical risks or operational challenges to leadership efficiently.



- Maintain a risk log and support the mitigation of identified risks through practical recommendations and cross-team coordination.

Administrative and Team Tasks

- Support Focus Group in aligning monthly budgeting, financial expenses and team time against organisational goals, collaborating across other Focus Groups and fellow Administrative Impact Coordinators.
- Coordinate with program leads to complete bi-weekly reporting of assigned Focus Groups, collating data and qualitative programme feedback from team members.
- Ensure Focus Groups folders and file systems for operational functions, budgeting, accounting, community member and supplier engagement and impact reporting are well-maintained and key information is accessible across the Focus Group fostering a robust institutional knowledge base
- Engage in organisation-wide activities, including, but not limited to, regular team-wide meetings and monthly beach clean-ups.
- Travel as necessary.

Requirements:

- Bachelor's degree in Development Planning, Development Studies, Public Health, Monitoring & Evaluation, Statistics, Environmental Science, or a related field. Master's degree preferred.
- In lieu of a relevant educational field, a minimum of 3-5 years of experience in monitoring, evaluation, impact assessment, and/or program coordination in an international nonprofit or environmental/community development setting. Line management experience is a plus.
- Strong data analysis skills (quantitative and qualitative) and ability to translate complex data into data-driven insights, accessible reports, dashboards, and presentations for diverse audiences.
- Strong written and verbal communication skills. Fluency in one or more local languages is a plus.
- Extraordinary attention to detail.
- Demonstrated experience working in or with communities and diverse stakeholders is highly valued.

How to Apply

Please send your CV and cover letter to team@theor.org with the subject line "Administrative Impact Monitoring Coordinator_Resume" for our consideration. The position will remain open until filled.

The Or Foundation is an equal opportunity employer and does not discriminate on the basis of gender, sexuality, race, religion, national origin, or disability.