

Executive Associate to Co-CEOs

About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the [onebillion](#) application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

Candidate Profile

The Executive Associate will play a supporting role in carrying out Imagine's mission, to design, test, and scale tablet-based learning solutions that enable children to become literate and numerate. The position offers an international, flexible, learning environment to enhance individual career development and growth. The Executive Associate will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. They will work directly with the Co-CEOs of Imagine, to support Imagine's growth in our scale countries.

Over the next six years, Imagine's goal is to serve more than 10 million children in at least four countries, ultimately achieving three times the typical level of literacy and numeracy outcomes of national education systems in Africa (60% fluency by the age of 10, as opposed to 20%). This all while delivering the program at less than \$7 per child per year.

Key Responsibilities

The Executive Associate will work closely with the Co-CEOs, focusing not only on providing administrative and operational support but also on driving key organizational initiatives. This role involves conducting research for problem or root-cause analysis, preparing impactful presentations, and managing strategic projects to enhance the effectiveness and efficiency of Imagine Worldwide's mission delivery. The ideal candidate must be a strong operator with relationship-building skills. The Executive Associate's responsibilities will include - but will not be limited to - the following:

Co-CEOs Administrative Support

- Work directly with the Co-CEOs to support key aspects of their work;
- Prepare impactful presentations for meetings, including gathering documents, drafting documents or presentations, and attending to the logistics of meetings;
- Consolidate notes from meetings and discussions, share action steps, and follow up to resolve issues.

- Draft, review, and send communications on behalf of Co-CEOs. Coordinate work with other staff as needed and play a key role in the coordination of organizational efforts both within and outside Imagine Worldwide;
- Collect and consolidate weekly updates across countries and functions for sharing with Co-CEOs and the entire organization and proactively identify and flag areas requiring support or improvement:
 - Share weekly updates and monitor engagement and questions.
- Assist with meeting scheduling and manage calendars in line with Co-CEO preferences:
 - Conduct weekly detailed review of calendars looking at the next 2 to 4 weeks and make adjustments as required to facilitate travel and optimize productivity
 - Ensure PTO days are loaded and visible on relevant team calendars
- Manage scheduling of Imagine Worldwide (global) board meetings and board committees well in advance; coordinate with directors and attend to logistics of meetings;
- Assist in planning, organization, and execution of in-person retreats and meetings, including board meetings, senior leadership retreats, and organization-wide team retreats which each occur once every 12 to 18 months.

Travel and Logistics Support

- Co-ordination of all travel and logistics for Co-CEOs;
- Manage all flight bookings directly or through a travel agent as required, as well as local transfers and accommodation;
- Complete pre-flight check-ins, flight, and all travel changes that may arise;
- Assist with travel bookings and logistics for the senior leadership team, and consultants as required.

Organizational Management

- Assist in preparing and reviewing board packs for board meetings and board committees, including gathering documents and inputs, drafting documents or presentations and/or formatting documents to deliver high professional output;
- Consolidate requests and inputs to prepare weekly agenda for senior leadership meetings with support from Co-CEO's;
 - Manage invitations and communications with senior leadership team on meeting changes;
 - Support executives to manage information flow across the organization in a timely and accurate manner to maximize team productivity;
 - Update Asana boards and tasks with follow-up to resolve issues.
- Drive operational excellence by optimizing processes and tools such as operational calendars and establishing rigorous follow-up structures to monitor performance vs targets;
- Adopt a data-driven approach to challenges, delving into analytics to identify key areas for improvement and driving initiative;
- Spearheaded interdepartmental strategic initiatives, including the rollout of new systems and processes, or process optimizations;
- Keep the Co-CEOs advised of time-sensitive and priority issues, ensuring appropriate follow-up.

Legal and Policy Advisory

- Review changes and updates to Imagine legal agreements and templates prior to signature by Co-CEOs and proactively identify and flag areas of concern and recommendations for resolution;
- Review non-disclosure agreements, service level agreements, terms and conditions, and any other legal documents produced internally or from external parties and proactively identify and flag areas of concern and recommendations for resolution;
- Compile board or director resolutions, or other statutory documents as required by relevant legal authorities;
- Assist with the annual review of organizational policies at global and country levels, engaging functional leads for their learnings and expertise and collaboratively improve our policies;
- Co-create and manage the communications, awareness building, and training for all policies, sequenced throughout the year, and monitor uptake and training completion.

Knowledge Management & Productivity Tools Support

- Contribute to maintaining the Imagine 'Playbook' where we codify the 'Imagine way' for team members and partners to leverage;
- Support strategies to drive utilization and adoption of online collaboration and productivity tools for project management and stakeholder management, to enable as much asynchronous work as possible and maximize team productivity;
- Become a super-user of internal tools and coach team members.

Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

- Bachelor's Degree, ideally with a specialization in law or corporate governance.
- A minimum of 8 years' experience in legal practice, corporate governance, operations management, project management, or a similar field.
- Strong digital literacy skills using a variety of no-code, artificial intelligence tools, other productivity and collaboration tools.
- Additional work experience is welcome.

Specific skills (required)

Exceptional project management skills and proven experience that includes:

- Experience reviewing legal documents and providing legal advice in a commercial or non-profit environment
- Strong communication skills and ability to write clear and concise reports and synthesise information into compelling presentations in English.
- Strong interpersonal and relationship-building skills.
- Ability to work effectively in multicultural environments and teams.
- Familiarity with productivity and collaboration tools for task and project management.
- Excellent working knowledge of G Suite, MS Office, Slack etc.
- Exceptional with the use of AI tools such as ChatGPT, GoPilot, Google AI etc.
- Strong aptitude for data analysis and data-driven decision-making
- Strong organizational skills and superior attention to detail.

- Ability to work under pressure and meet deadlines.
- Ability to prioritize and display a high level of adaptability/flexibility

Qualities

- Passion for Imagine's mission and vision.
- Demonstrated commitment to equity in educational access and outcomes.
- Demonstrated competency in project management and desire to manage complex projects.
- Demonstrated ability to think independently and solve problems.
- Collaborative team player; clear and proactive communicator.
- Flexible, adaptable, and able to work in a fast-paced, changing environment.
- Discretion and confidentiality.

Compensation and Benefits

Salary is competitive and commensurate with experience.

Location

The Executive Associate must be based on the African continent, close to the Central African Time Zone. The Executive Associate will frequently collaborate and coordinate with teams in Malawi, Tanzania and Sierra Leone, as well as the Imagine Global team. **Applications for the role can be submitted online [here](#).**

Applications close June 3rd 2025.

* * *

Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.