



## Innovation Coach

**Location:** Remote, home based position

**Status:** Part-time

**Language requirements:** English essential, Kinyarwanda, Amharic, and French desirable

**Other requirements:** Membership in the DOT Youth Network

### Who We Are:

[Digital Opportunity Trust \(DOT\)](#) is an International Non-profit Organization headquartered in Ottawa, Canada, which fosters digital inclusion for leadership, economic empowerment, and climate action among young women and men in Africa and the Middle East. DOT is a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy. As catalysts of development for over 23 years, our impact extends to over 25 countries.

In an upcoming, youth-focused project, DOT will be providing funding to 70 local organizations across Africa to implement innovative projects that contribute to youth agency, well-being and economic empowerment. This funding will be complemented by a virtual program that surfaces learnings, strengthens the capacity of local organizations, and deepens youth engagement in local innovation.

### The Opportunity:

DOT is seeking part-time Innovation Coaches who will serve as learning partners, helping Innovators reflect, adapt and extract meaningful insights from their innovation journeys. Innovation Coaches create space for exploration, curiosity and reflection, using coaching and facilitative discussions to support Innovation Partners. Furthermore, they document and analyze learnings between Projects and contribute to strengthening a culture of innovation throughout the organization. This is an opportunity to support real-world innovation while gaining hands-on experience in coaching, research and facilitation.

## **Terms of Reference:**

### **Research & Experimentation Support**

1. Assist Innovation Partners in planning and structuring innovation experiments, identifying key learning questions, and selecting relevant indicators.
2. Support the integration of youth perspectives into projects, programs, and processes.
3. Conduct regular check-ins to help Innovation Partners reflect on successes and failures, derive key insights, and foster a solutions-oriented mindset.

### **Documentation & Reporting**

1. Document discussion points and insights from check-in calls with Innovation partners
2. Write structured reports capturing key learnings, reflections, and your own analysis on learning progress.
3. Document insights from coaching sessions for sharing with DOT and partner organizations.
4. Support innovation partners in periodic innovation storytelling and reporting

### **Peer Learning**

1. Organize and facilitate learning activities, including Community of Practice sessions and workshops.
2. Support peer exchange and knowledge-sharing among Innovation Partners to enhance collaboration and collective problem-solving.

### **Professional Development & Collaboration**

1. Attend training sessions and meetings with the Learning & Innovation Team to strengthen coaching, facilitation, communication, and research skills.
2. Participate in regular meetings with the Youth Coordinator to share updates, track progress, and refine coaching strategies.
3. Collaborate with project officers to align on project implementation plans and ensure milestones are met.

### **Contribute to Long-term Learning**

1. Curate and analyse insights and lessons from Innovation Partners and Projects, contributing to wider learning efforts within the project.

## Criteria:

We seek individuals who are curious, adaptable, and facilitative in their approach to learning. As an Innovation Coach, your role is not to provide all the answers but to ask the right questions, foster reflection, and guide Innovation Partners through their innovation journeys. This requires active listening, openness to learning, and a commitment to supporting organizations as they experiment, adapt, and refine their ideas.

- A bachelor's degree in social sciences, development studies, Engineering, Agriculture, Education, IT.
- Experience in coaching impact driven initiatives is an added advantage.
- Proven experience in qualitative research processes including data collection analysis and reporting.
- Strong networking and partnership-building skills with a collaborative, team-oriented mindset.
- A curious and analytical thinker with the ability to extract valuable insights and key learnings to inform decision-making and project improvement.
- Familiarity in working and collaborating online using digital tools.
- Proficiency in English is required, Kinyarwanda, Amharic, and French is highly desirable, and candidates with these language skills are encouraged to apply.
- Membership in the DOT Youth Network (required).

## Application Process:

To apply, please submit your application through this **Google form:**

<https://forms.gle/wDYUwJr6d8V3Gusy9> by **February 28, 2025.**

**A Gmail account is required to view this form and upload documents.** While we appreciate all applications, only those shortlisted for an interview will be contacted.

DOT celebrates diversity and is dedicated to cultivating an inclusive environment that values cross-cultural understanding. We strongly encourage applications from women, people with disabilities, and/or those with intersectional identities. DOT ensures accommodations for individuals with disabilities during the recruitment and selection process. Please indicate any need for accommodations in your application.