Job Description

Position:

Officer, Palm Center for Ethical Leadership

Center:
Palm Center for Ethical Leadership

Job Type:
Full-time

Position Summary

The Officer will be crucial in the administration, coordination, and operational support of the Center for Ethical Leadership at Palm University College.

The Officer will oversee daily activities, support academic and leadership programs, manage communications, and foster a collaborative environment for students, faculty, and external stakeholders.

Key Responsibilities

1. **Program Management:**

    o   Coordinate the planning and execution of leadership programs like the Professional Ethical Leadership Certification program, CEL high school outreaches, CEL conferences and workshops, the Negotiation, Conflict Management, and ADR program, as well as other related workshops and seminars.

    o   Manage the logistics for events, including venue arrangements, materials, and participant communications.

2. **Partnerships & Outreach:**

    o   Assist in building and maintaining partnerships with external organizations, alumni, high school teachers, and community leaders.

    o   Coordinate outreach efforts to promote the Center's programs and initiatives.

3. **Communication:**

    o   Develop and manage content for newsletters, websites, social media, and other communication channels.

    o   Maintain regular communication with stakeholders to ensure engagement and support for the Center's mission.

4.   **Research & Grants:**

- o Support faculty and staff in conducting research related to ethical leadership.
- o Assist in identifying and applying for grants, sponsorships, and other funding opportunities for the Center.

Qualifications

- **Education:** Master's degree preferred in Education, Educational Management, Business Administration, Public Administration, Strategic Leadership, or a related field. A terminal degree will be an advantage.

- **Experience:**

  - o Minimum of 2 years of experience in academic administration, program coordination, or a related field.
  - o Experience in leadership development or ethics-related programs is a plus.

- **Skills:**

  - o Strong organizational and project management skills.
  - o Excellent communication and interpersonal skills.
  - o Proficiency in Microsoft Office Suite, database management, and digital communication tools.
  - o Ability to work independently and as part of a team.
  - o Strong problem-solving abilities and attention to detail.

Application Process

Interested candidates should submit the following documents:

1. A cover letter detailing interest in the position and relevant experience.
2. A current curriculum vitae.
3. Copies of academic and professional certificates.
4. Contact information for three professional references.

Applications will be reviewed on a rolling basis until the position is filled. Applications are to be submitted to the email address hr@palm.edu.gh.