

**LEAD MFA**  
**Japan Community**  
**Careysburg**  
**Montserrado, Liberia**



*“Work Hard. Be a Leader. Dream BIG.”*

**Life Skills Officer**  
**Job Description**

**Location:** LEAD MFA Campus, Careysburg, Liberia

**Start Date:** February 1, 2024

**Position:** Full-Time (Minimum of 35 hours per week)

**Working Hours:** Monday-Friday, 1:00 p.m.-6:30 p.m.; Matches on weekends.

**Contract Length:** 6 months (renewable)

**Report to:** Academic Director

**Compensation:** Competitive

**Academy Overview:**

LEAD Monrovia Football Academy opened in 2015 as the first school in Liberia to combine high-quality education with professional football training. In the 2023-24 school year, we have 173 students, ages 10-20, in grades 4-12. Our students live at our campus in Careysburg. We provide them with high-quality academic classes, elite football training, healthcare, life skills lessons, pastoral care, and three nutritious meals per day. LEAD MFA is a member of LEAD Edu’s network of leadership hubs.

**Role Summary:**

LEAD MFA seeks a dedicated Life Skills Officer who will thrive in one of Liberia’s fastest growing institutions. The Life Skills Officer will have four key responsibilities: 1) oversee our life skills program, 2) manage relationships with partner organizations, 3) coordinate professional development training with partners, and 4) provide technical support and aid to the football program.

1. ***Oversee Life Skills Program:***
  - Lead the implementation of the Academy’s life skills program.
  - Be present at all life skills program sessions.
  - Teach gender equality and grassroots soccer classes and organize weekly a special speaker series. These sessions are interactive and play-based to help develop student-athletes’ skills.
  - Work with the Academic Director to establish and improve this program and make it a staple of the Academy.
2. ***Manage Relationships with Partner Organizations:***
  - Serve as the chief point of contact for our literacy partner, LitWorld; our life skills partner, Grassroot Soccer; and our gender and sports partner, Play International.
  - Be responsible for submitting regular reports to all partners.
3. ***Coordinate Professional Development Training with Partner Organizations:***
  - Coordinate all professional development training sessions with partner organizations.
  - Must be responsive to emails and able to schedule Zoom meetings in a timely manner.
4. ***Provide Technical Support and Aid to the Football Program:***
  - Work in tandem with the Director of Football as well as the Head Coach and other coaches to provide elite football training for the Academy’s student-athletes;

- Create timesheets to take attendance of coaches and student-athletes, take notes on the performance of student-athletes during training sessions and matches, and create grade sheets that show the developmental progress of student-athletes;
- Be flexible with assignments and capable of coaching and working with children at various stages of their football development;
- Attend all matches and participate in the selection of student-athletes for all matches, take inventory of all football equipment or materials, including boots, shorts, socks, and shin guards, and participate in the selection of student-athletes for all matches.

**General Qualifications:**

- *Required:* Bachelor's degree in social sciences, humanities, health, or a related field
- *Required:* Highly proficient in email and Microsoft Office
- *Required:* Strong written and verbal communication skills
- *Required:* A positive attitude and a genuine desire to advance the Academy's mission
- *Preferred:* Experience writing grant reports
- *Preferred:* Experience working professionally both within Liberia and abroad

**Apply to work at LEAD Monrovia Football Academy by submitting the following items via email to [info@monroviafa.com](mailto:info@monroviafa.com) or to our office at our campus in Careysburg, no later than Friday, January 15, 2023:**

1. Resume
2. One letter of recommendation
3. A writing sample with responses to the two following questions (no longer than one page):
  1. Why do you want to work at LEAD Monrovia Football Academy?
  2. Why is it important for Liberian schools to supplement standard academic classes with life skills training?