



## Ayiwa Danquah Memorial Foundation LBG

### We are Hiring!

The Ayiwa Danquah Memorial Foundation announces a vacancy post! **Deadline to apply: October 31, 2025**

---

**Job Title:** Project Assistant

**Organization:** Ayiwa Danquah Memorial Foundation (ADMF)

**Location:** Buokrom Estate Kumasi, Ghana

**Contract Duration:** 2025–2026

**Reports To:** Project Manager

---

### Summary

The Project Assistant will support the Project Manager in coordinating and executing the foundation's 2025–2026 initiatives. This role involves administrative support, stakeholder coordination, and assistance in implementing programs related to scholarships, extracurricular activities, and facility upgrades at Modern International School Kumasi Limited (MISKL).

---

### Key Responsibilities

- Assist in planning and tracking project activities and timelines.
- Support fundraising efforts and donor communications.
- Help manage scholarship documentation and student records.
- Coordinate logistics for extracurricular and facility upgrade projects.
- Prepare meeting notes, reports, and presentations.
- Maintain communication with school staff, vendors, and community partners

---

## Qualifications

- Diploma or bachelor's degree in administration, Education, or related field.
- 1–2 years of experience in project or program support, preferably in a nonprofit or educational setting.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office and basic project management tools.

---

## Core Attributes

- Reliable and detail-oriented
- Collaborative and proactive
- Altruistic and community-focused
- Adaptable and resourceful

---

## Compensation

Salary range: **Attractive** and would be based on **experience and qualifications**. Additional benefits: accommodation MAY BE provided at site, and professional development support and travel allowances as would be required

---

## How to Apply

Interested candidates should submit a cover letter and CV to [AyiwaDanquah.info@gmail.com](mailto:AyiwaDanquah.info@gmail.com) and complete the online application by 31 October, 2025.

---

For further information on the Foundation, please visit [www.miskl.org/foundation](http://www.miskl.org/foundation)