



Proudly Pittsburgh-based Startup Nonprofit Global Education Institute offers Paid Internship (Undergraduate or Graduate) to fill the position of **Manager of Operations** (MO)

Profile preferred: * Current or impending MBA/MFA, (Global) Marketing, Data Analytics, Law School, Self-taught Young Professional, Encore Careers, etc. * Strong to Excellent written/verbal communications skills * Knowledge of the “Digital Humanities” is a must. * Multilingual Competencies favored but not indispensable. *

Must demonstrate commitment to Diversity, Equity, and Inclusion. Leadership prospects available if desired. Self-compassionate. Compassionate. Flexible. Motivated to acquire/boost **Critical Thinking Skills with Global Competencies**.

- The payrate is \$10/hour.
- All work activities are self-scheduled to the exception of physical/virtual presence at Board meetings twice a year; and bi-weekly 45-m debriefing meetings scheduled in consultation with the Executive Secretary.
- The position offers exceptional opportunities to grow as a junior executive, with a respected seat at the table through all stages of our company’s supply chain and benefit personally from networking our numerous partners locally, domestically, and internationally.
- The Work period is from Tuesday 07/27/2021 to 08/05/2022.
- The Probationary Period is from Tuesday 07/27/2021 to Thursday 09/30/2021.

Job Description: The Intern/**Manager of Operations** will work under the direct supervision of the Owner/Executive Secretary. Responsibilities include:

- research, synthesize, and present in attractive formats, wide-ranging learning quantitative and qualitative data;
- grant-writing/fundraising directed and supervised by the Executive Secretary;
- monitor Accounts Payable and Accounts Receivable (self-organized Bookkeeping);
- create a bi-weekly “TO-DO LIST” designed to check the status of strategic operations in progress under the stewardship of the Executive Secretary;
- help set up partnerships by communicating with internal, local, regional, national, and international entities (student organizations, academic departments, clients, diplomatic representations, universities, publishing companies, service providers, etc.);
- create and edit promotional fliers;
- research and suggest original strategies/activities to optimize goals outlined in writing by the Executive Secretary;
- help manage the Institute’s social media interface (We have a Web Designer/Social Media Specialist on staff.);
- evaluate the outcomes of the decisions involved with creating the conditions to launch the **Lead Project, MAAT’O** “from scratch”: <https://dpl.online/tag/digital-divide/>
- design online-based (assessment) surveys under the supervision of the Executive Secretary;
- conduct minimal academic research;
- carry all other tasks as assigned, including menial, non-glorious jobs involved with running a dynamic start-up in the Global Education Business (Library cataloguing of physical references, airport pick-up/drop of for client-dignitaries, taking minutes at meetings and archiving them.)

Contact for further information:

Dr Jean-Jacques Ngor Sène, Owner,/Executive Secretary

Nine Roads Institute, Inc., P. O. Box 81628 Pittsburgh PA 15217-1425 USA. EIN: 86-3986435

Phone/WhatsApp: (+1) 412-316-6553 jsene@chatham.edu www.nineroadsinstitute.org (under construction but visible to the public).

Please apply by Friday 16th July 2021 at 3:00 PM to be considered:

1. Most current résumé (≤ 5 pages single-spaced). 2. One-page-long, singled-spaced Cover Letter. 3) The information of TWO (2) professional references that will only be contacted if you are selected for the finalists’ round of interviews for this position. Thank you and regards. Our Mission Statement and the Executive Secretary’s short bio are below.

Who We Are And Why? A Mission Statement

Nine Roads Institute works with community-based actors in Pittsburgh, USA; Dakar, Economic Community of West African States (ECOWAS); Kimberley, South African Development Community (SADC); Marseilles, European Union (EU); Bandung, Association of South-East Asian Nations (ASEAN); and Cartagena, Colombia in The Andes to advance the contentious **Restoration of Historical Consciousness Amongst Africans at Home and Africans Abroad (Afrodescendants)**. We offer pro-bono facilities and an innovative web-based architecture to leverage the impact of our customized Educational Services on the career-projects of youth across the Global South, including accredited graduate degree-sanctioned programs. We are uniquely positioned to advance the acquisition of critical thinking skills, global competencies, and the social capital of our bottom-billion target public in the existing international ecosystem. **We work, namely through Public-Private partnerships, to help bridge the Digital Divide.**

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Dr. Jean-Jacques Ngor Sène is an Associate Professor History and Cultural Studies at Chatham University. His professional fields are Africology, African History, World History, Conflict Transformation, Social & Cultural Anthropology, and Intercultural Communication.

In his native Senegal (Economic Community of West African States, ECOWAS), he spearheaded many community development initiatives with the regional bureaus of UNICEF, UNESCO, and the Archdiocese of Dakar in the late 1980s – early 1990s. He is namely author of “Mali: The Most Evocative Name in Occidental Africa,” in *The International Encyclopedia of Protest and Revolution*, Blackwell, “The Politics of Religion in Black Africa” in *The Rise of Religion-Based Political Movements [...]*. Bandung Spirit Book Series. Jakarta, Indonesia, and co-author of *L’Idéal panafricain contemporain: fondements historiques et perspectives futures/The Panafrican Ideal: Historical Foundations, Perspectives for the Future* [Dakar: Council for the Development of Social Science in Africa – CODESRIA]. Married to a female compatriot for three decades, they have raised two young Black Women in France, Senegambia, and the United (?) States.

At the core, if any, Sène is a (practicing Catholic) **Afrocentrist teacher-scholar** from a Muslim cultural homeland who currently lives and works in a Jewish neighborhood in America... *Some of what precedes has to be by design; please find the culprits.*

Quote: “I HAVE EXPERIENCED RACISM ALL MY LIFE AND HAVE THE IMMODESTY TO BELIEVE THAT I ALWAYS *FOUND* THE GOOD FORTUNES TO DEAL WITH ‘it’ APPROPRIATELY ENOUGH, AT EVERY STAGE. **Freedom is not free!**”