

POSITION COMMUNIQUÉ

Mentorship Coordinator · Junior / Intermediate
PlastiBytes · Buea, Cameroon

Organisation	PlastiBytes
Programme	Africa's Mentorship Program — Hardware Innovation Track
Department	Learning & Community Development
Reports To	Programme Lead / Founder
Level	Junior (0–2 yrs) Intermediate (2–4 yrs)
Type	Full-Time Permanent
Location	On-Site — Buea, Cameroon (Hybrid considered at Intermediate level)
Language	English and/or French

ROLE OVERVIEW

PlastiBytes is a purpose-driven organisation at the intersection of sustainability and technology, based in Buea, Cameroon. Through its mentorship programme, PlastiBytes equips students and young professionals across Africa with practical skills in 3D printing, CAD design, rapid prototyping, robotics, and hardware entrepreneurship — guided by real practitioners, not professors.

The Mentorship Coordinator is a central figure in bringing this mission to life. This role is responsible for managing the day-to-day operations of the mentorship programme, nurturing relationships between mentors and mentees, and ensuring that every participant — from a curious beginner to an emerging hardware entrepreneur — receives a structured, supportive, and impactful learning experience.

At the junior level, the coordinator works closely under the Programme Lead to support enrolment, onboarding, scheduling, and participant engagement. At the intermediate level, the incumbent takes ownership of programme cycles, contributes to curriculum coordination, and helps shape how the programme grows across communities and countries.

This is a role for someone who is as comfortable sending an encouraging message to a struggling mentee as they are updating a tracking spreadsheet — someone who genuinely believes in the potential of African youth to build the future.

REQUIREMENTS

Junior Level (0–2 Years Experience)

- Diploma or degree in Education, Human Resources, Social Sciences, Communications, or a related field
- Experience coordinating events, study groups, youth programmes, or community activities — formal or voluntary
- Genuine interest in STEM education, maker culture, or technology and innovation for youth
- Comfortable working with scheduling tools, spreadsheets, and basic digital communication platforms
- Strong interpersonal skills with the ability to engage warmly and professionally with students and young professionals
- Bilingual communication ability (English and French) is an advantage

Intermediate Level (2–4 Years Experience)

- 2–4 years of hands-on experience in programme coordination, learning & development, youth mentorship, or community management
- Demonstrated ability to manage multiple participant relationships and programme timelines simultaneously
- Experience tracking programme outcomes and producing structured reports for leadership or stakeholders
- Familiarity with online learning or mentorship delivery formats (Zoom, Google Meet, WhatsApp-based coordination)
- Understanding of equity and inclusion principles, especially in the context of youth and student engagement in Africa
- Prior exposure to hardware, technology, or innovation ecosystems is a strong advantage — though not required

KEY RESPONSIBILITIES

Programme Operations

- Manage the full mentorship cycle — from enrolment and mentor-mentee matching through to programme close-out and certification
- Maintain accurate, up-to-date records of all participants, session logs, progress milestones, and tier subscriptions
- Coordinate scheduling of group mentorship calls, 1-on-1 sessions, workshops, and community events
- Oversee onboarding of new students and mentors, ensuring they are set up for success from day one
- Monitor module progression and follow up proactively with participants who fall behind or disengage

Mentee & Mentor Engagement

- Act as the primary point of contact for students and mentors throughout their programme journey
- Build trusted, encouraging relationships with mentees — particularly students navigating their first technical learning experiences
- Support mentor wellbeing and professional experience, ensuring they feel valued and organised in their sessions

- Mediate any mismatches or relationship challenges with sensitivity, professionalism, and a solution-focused mindset
- Facilitate peer connection within the PlastiBytes community — across cohorts, countries, and disciplines

Content & Resource Coordination

- Coordinate access to the programme resource library — templates, CAD files, guides, and learning materials — ensuring content is current and organised
- Liaise with mentors and the Programme Lead to align session content with curriculum modules (3D Printing, CAD, Robotics, Product Development, etc.)
- Support the preparation of participant toolkits, onboarding packs, and session materials
- Assist with the collection and organisation of project submissions for mentor review and feedback

Reporting & Programme Growth

- Track and report on key programme indicators: enrolment numbers, session attendance, feedback scores, module completion, and tier progression
- Collect and synthesise feedback from mentees and mentors after each programme cycle
- Contribute insights and recommendations to the Programme Lead for ongoing improvements
- Support outreach efforts to universities, secondary schools, and youth organisations interested in group or institutional programme packages
- Help amplify programme visibility through co-authored blog content and community storytelling — celebrating student wins and milestones

To apply or enquire, contact us at info@plastibytes.com | www.plastibytes.com/mentorship

This communique is issued by PlastiBytes and is subject to revision prior to finalisation.