

Njamba Koffi

Professional Profile: Planner, Project & Program Manager, Aspiring Social Entrepreneur

Short and engaging pitch about yourself.

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EDUCATION

Professional Master in Business Administration (in progress)

UBC Sauder School of Business

01/2023- Present

Vancouver, Canada

Bachelor of Arts (BA) in International Relations & Creative writing

University of British Columbia (UBC)

08/2017 - 05/2022

Vancouver, Canada

Achievements

- Published a memoir, "*Refuge-e: The Journey Much Desired*" during first year of university.
- Honored with "The Outstanding Leader in the UBC Community and Beyond" Award by The UBC Faculty of Arts.
- Graduated with Distinction and a year long Co-op Work Experience.

UWC Robert Bosch College

International Baccalaureate Diploma Program

08/2015 - 05/2017

Freiburg, Germany

WORK EXPERIENCE

Highlights

Workplace/Company

Achievements/Tasks

- Manages a portfolio of \$1.8 Million CADs and works with 5 partnering organizations across British Columbia to fund individual grassroots projects at neighborhood level.
- 8+ years in advocacy for minoritized groups through planning and managing youth-engaged projects, writing and public speaking.
- 6+ years of passion and curiosity-driven work to enhance racial equity, diversity and inclusion through managing change, research and review of organizational programs, and practices and facilitation of multi-stakeholder discourse and collaboration.
- 5+ years in philanthropy working with committees and boards of directors for philanthropic and non-profit organizations, managing charitable initiatives and now with a full-time employment as a manager in Canada's largest community Foundation.
- Raised more than \$450K CAD in scholarship funding and about \$110K in funding for community social impact projects.

WORK EXPERIENCE

Grants and Community Initiatives Manager Vancouver Foundation

08/2022 - Present

Vancouver, Canada

Largest community foundation in Canada, with a \$1.8 billion in endowment funds.

Achievements/Tasks

- Manages a \$1.8 million CAD annual grant portfolio, distributing funds through 5 partner organizations across British Columbia to impact over 1,500 neighborhood communities by funding grassroots projects led by individuals in those communities.
- Oversees grant allocation processes and grant management system, ensuring efficient and impactful distribution of funds to drive positive social change in the province through Neighborhood Small Grants (NSG).
- Maintains an up-to-date program website and collaborates with IT for regular enhancements to the grants management system, ensuring efficient and transparent grant distribution processes for NSG.
- Leads cross-functional team efforts with the director of partnerships to develop a pioneering grassroots granting strategy and programs, with a primary focus on centering marginalized communities such as Indigenous peoples, Black individuals, Queer folks and migrants in British Columbia.
- Leads and exclusively facilitates weekly departmental check-in meetings, fostering effective communication and alignment within the teams to drive success across all departmental programs.
- Works with the Vice President to plan and deliver departmental retreats, assuming a pivotal role in coordinating logistical details, resulting in strengthened team cohesion and strategic planning for the entire department.

Contact : Elisabeth Geller - elisabeth.geller@vancouverfoundation.ca

Social Impact Program Assistant UBC Centre for Community Engaged Learning (CCEL)

01/2022 - Present

Vancouver, Canada

Achievements/Tasks

- Redeveloped CCEL's granting program to lower barriers for accessibility by students (especially international and indigenous students) create various resources and set the programming on a path to decolonization.
- Created students-facing resources to promote the CCEL grants, educate students about the application process, and support them to prepare and participate in impact-driven and community-engaged social impact projects.
- Researched, identified and developed collaborative opportunities for community-engaged learning and social impact programming involving students, faculty and BC-based communities.
- Coordinated logistics, facilitated and assisted execution and evaluation of CCEL's Social Impact Lab events and activities such as the Climate Action Mobilization.
- Coordinated data collection, tracking and analysis of learning outcomes across CCEL's Social Impact Programming.

Contact : Angela Han - angela.han@ubc.ca

Business Development Assistant UBC Arts Co-operative Program

09/2020 - 04/2021

Vancouver, Canada

Achievements/Tasks

- Identified, created and retained 40+ relationships with UBC Arts Co-op student employers who ranged from non-profit organizations, the corporate sector and various government and government-backed institutions.
- Researched and updated 100+ contacts of UBC Arts Co-op and Phd alumni dating back to 2001, who are in various fields, industries and parts of the world.
- Worked with Arts Co-op staff to co-ordinate support students needed to successfully apply for jobs in the private and government sectors; set up meetings and highlighted focus areas for advising sessions.
- Represented the UBC Arts Co-op on work-integrated learning professional development webinar series which convened more than 150 staff from across Canada and the world.
- Supported the crafting and posting of inclusive job descriptions for co-op students through applying the equity, diversity and inclusion lenses to review the drafts and provide constructive feedback where necessary.

Contact : Dr. Letitia Henville - letitia.henville@ubc.ca

WORK EXPERIENCE

Inclusivity Project Assistant **UBC Arts Co-operative Program**

05/2020 - 09/2020

Vancouver, Canada

Achievements/Tasks

- Reviewed, studied and evaluated UBC Arts Co-op's documents and practices in relation to Equity, Diversity and Inclusion (EDI) to outline areas of improvement and create a program that is more inclusive, accessible and supportive for students from equity-deserving backgrounds.
- Planned and led biweekly staff advisory committee meetings as part of the research process to solicit staff input in the recommendations for inclusive values, practices and students-facing EDI resources.
- Planned and facilitated multiple focus groups with graduate and post-graduate students to understand how best they can be served by UBC Arts Co-op; analyzed the qualitative data to recommend establishing the Arts Amplifier, a work-integrated learning program designed specifically for graduate students.
- Co-authored a 65 pages long report detailing 45 students-facing, employer-facing and staff-facing recommendations to UBC Arts Co-op. The report contained a 5-year long evaluation plan that currently guides UBC Arts Co-op's inclusive and accessibility practices.

Contact : *Letitia Henville* - letita.henville@ubc.ca

Researcher, Decolonizing African Collections **Museum of Anthropology (MoA), UBC**

01/2020 - 05/2020

Vancouver, Canada

Achievements/Tasks

- Collaborated with a professor and a museum curator to secure \$100,000 CAD and fund more than 30 student researchers in efforts to decolonize more than 1,400 African artefacts and objects in the UBC Museum of Anthropology.
- Researched and wrote descriptions for 40 African objects centering voices from their cultures of origin and reflecting an Afrocentric approach to understanding African and diasporic-African histories.
- Presented the project and researched objects to the wider UBC and Vancouver community; highlighted the need for more inclusive museum and academic practices that incorporate African local knowledges and perspectives from formally and presently colonized communities.

Contact : *Nuno Porto* - nuno.porto@ubc.ca

Yale Young Global Scholars (YYGS) Instructor **Yale University & Julian Krinsky Camps and Programs**

06/2019 - 07/2019

New Haven, USA

Tasks

- Taught 4 seminars over the course of 2 weeks, attended by 42 senior high school students from all around the world in the International Affairs and Globalization (IAG) summer session; seminars focused on refugee experiences and global migration trend.
- Facilitated discussions in groups of 15 to 20 students following lectures by Yale University Professors.
- Supervised capstone projects done by 8 YYGS participants.
- Mentored 8 students as a residence adviser (referred to as "family leader").

Contact : *John Whalen* - john.whalen@yale.edu

Associate, AMS Catering and Conferences **Alma Mater Society of UBC (UBC AMS)**

09/2018 - 04/2019

Vancouver, Canada

Achievements/Tasks

- Provided catering services to a variety of events hosted in the AMS Nest, the building owned by UBC AMS; multi-tasked on some days to address various needs demanded by events such as food & beverage preparation, presentation and handling.
- Set up and took down event facilities for various programming taking place in the AMS Nest.
- Performed excellent kitchen duties as needed and directed by the supervisor, including kitchen clean up and sanitation, dishwashing and arranging all utensils and kitchen materials as necessary.

Contact : *Sophorn Kong* - sophornkong@ams.ubc.ca

WORK EXPERIENCE

UBC Jumpstart Orientation Leader University of British Columbia

08/2018 - 09/2018

Vancouver, Canada

Tasks

- Served as first point of contact for incoming first year undergraduate international students, welcoming them to UBC and helping them through the logistics of setting themselves up in UBC and Vancouver.
- Channeled incoming first year undergraduate international students to accessible resources on and off campus that would facilitate their curricular and extra-curricular success.
- Supported incoming students' social experiences through a series of fun and educational activities organized in teams of other student leaders.

Contact : orientations.jumpstart@ubc.ca

Marketing & Human Resources Intern Suedwolle Group (headquarters)

07/2016 - 08/2017

Nuremberg, Germany

Achievements/Tasks

- Used the Customer Relationship Manager (CRM) applications to effectively communicate and manager company suppliers, customers, media features and other company branches world wide.
- Designed and processed documents related to the company's marketing strategy, including designing layouts and press releases.
- Participated in company professional development programming to enhance customer management and communication skills.

VOLUNTEER EXPERIENCE

BC CAMPUS - Ministry of Advanced Education and Skills Training (01/2022 - 03/2022)

Anti-racism/Anti-hate working group, producing resources that guide anti-racism and anti-hate practices in BC's post-secondary institutions.

Michael Smith Foundation (11/2019 - 04/2020)

Advisory committee member, planning an upcoming "Healthxchange" conference.

UBC Wellness Centre (09/2018 - 04/2019)

Supported & promoted student health through one on one meetings, sharing wellness resources and conducting workshops.

UBC Africa Awareness Initiative (09/2017 - 03/2020)

Served as African Studies Minor Program representative, and as the President (until April 2020).

The Inclusion Project (09/2020 - Present)

Member, Board of Directors, guiding the direction and operations of The Inclusion Project.

Amala education (05/2019 - 03/2020)

Member of advisory board, international school providing education to youth in refugee communities and their host communities.

Vancouver Foundation, Level Youth Initiative (07/2018 - Present)

Member of the advisory board, guided the foundation on its Youth Policy Program, youth organizing funds, and recommend funding for Youth projects.

UWC Robert Bosch College (03/2016 - 05/2017)

Worked in a team of 16 to ensure emotional, mental, physical and spiritual wellbeing of more than 200 students in our college.

PERSONAL PROJECTS & INITIATIVES

Novel Trilogy, "They Live In My Heart" (Working Title) (09/2019 - Present)

- Trilogy touches on important themes of indigeneity in Africa, exploitation, social and economic inequalities as well as forced migration.

Book, Refuge-e: The Journey Much Desired (08/2015 - Present)

- Memoir, published in April 2018, follows lived experiences in refugee camps in Malawi and Swaziland (ESwatini) and struggles of the refugee youth.

Malindza Refugee Youth Initiatives (03/2013 - Present)

- Founded and led a youth club in Mpaka Refugee Camp in Swaziland, currently in the process of building educational and recreational facilities for members and other youth.

Book Tour & School Talks on Migration and Refugees (10/2018 - Present)

- Public speaking, visiting different schools (primary, middle & high) and tertiary institutions to engage students in an informed discourse about refugees and migration.

AWARDS & SCHOLARSHIPS

Outstanding Leader in the UBC Community and Beyond (04/2022)

Highest honor provided by UBC's Faculty of Arts to Undergraduate Students

UBC Student Leadership Conference (SLC) Faces of Today Award (01/2020)

Recognition for sustained leadership achievements, innovation and significant social impact in the UBC and Vancouver communities.

AWARDS & SCHOLARSHIPS

UBC International Community Achievement Award
(12/2019)

Award recognizing a demonstrated leadership in community service, international engagement, intercultural understanding and promotion of diversity

Arrupe Scholarship Award (by Georgetown University)
(02/2017)

United World Colleges Scholarship (08/2015 - 05/2017)

International Leader of Tomorrow (by UBC)
(08/2017 - Present)

Merit and need-based scholarship to complete an undergraduate degree at UBC

One World Award (by Rapunzel, Germany) (04/2017)

SKILLS HIGHLIGHTED

Project Planning & Management

Interpersonal (Communication, Active Listening, Community Engagement)

Adaptability

Leadership (Team building, facilitation)

Advocacy

Microsoft Office Suite & Other Creative Programs