UGANDA - THE SHANTI UGANDA SOCIETY

Position: Assistant Project Coordinator

Number of Placements: 1

Placement Site: Kasana, Luweero, Uganda

URL: www.shantiuganda.org

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

The Assistant Project Coordinator assists the Shanti Uganda Project Coordinator as required in his/her responsibility for day-to-day project/organizational functions.

**Tasks/Duties:**

* Assisting the Project Coordinator in the centralized coordination and tracking of Shanti Uganda programs: the Teen Girls Workshop, the Maternity Centre, the Women's Income Generating Group (WIGG), the Garden Program and relevant activities
* Attending meetings with/on behalf of the PC and report with minutes and relevant information
* Assisting in maintaining and expanding our strong community relationships through attending events/meetings, networking and visiting community partners
* Assisting and maintain administrative tasks, including proof-reading and editing
* Creating, maintaining, and updating spreadsheets/databases/files to support reporting
* Co-coordinating meeting arrangements when necessary, including preparing materials and follow-ups
* Greeting volunteers upon arrival at Entebbe Airport and providing a general orientation of Shanti Uganda, the Birth House, the volunteer house and Kasana Town
* Creating creative recruitment strategies (both locally and internationally) using social media, blogging, direct communication with universities and travel throughout Uganda
* Becoming familiar with all program activities and supervising volunteers in their placements and offer assistance with day to day challenges
* Maintaining the administrative organization of the programs and following up with interns about delegated tasks.
* Assisting in the coordination of the Volunteer Program by responding and following up to emails and inquiries from incoming and potential Interns/volunteers
* Communicating volunteer Terms & Conditions and volunteer house policies, mediating conflict and counselling volunteers regarding culture shock, placement challenges and other minor challenger they may face
* Performing additional duties as assigned
* Supporting the vision, mission and values of Shanti Uganda
* Developing and managing the volunteer house chore schedule and ensure that volunteer resources and house remain organized and orderly
* Creating a strong and harmonious volunteer community (be as creative as possible)

Expected work hours: 8 hours a day, 5 days a week

**Qualifications/skills required:**

* Exceptional verbal and written communication and experience communicating clearly and directly using email
* Strong organizational skills, keen attention to detail
* Proven leadership experience, exceptional listening skills and past experience managing a team of people with professionalism and integrity
* Energetic, enthusiastic and able to maintain a positive outlook in the face of challenges
* Impeccable organizational skills
* Proficiency in Microsoft Office, including Word and Excel and Google docs
* Proven experience meeting deadlines and goals
* Ability to handle multiple projects at once/respond to changing priorities
* Knowledge of women's health & empowerment, familiarity & passion for the midwifery model of care, general knowledge of holistic health and wellness practices, maternal health in developing country context, HIV/AIDS awareness would be an asset.

**Language requirements:**

Fluent English

**Please note:**

 Rent in our volunteer house while in Uganda is $400/month. This also includes pick up from the airport. You will be provided with a bed with linens and a mosquito net. Interns will share a room with other volunteers. In the volunteer house, you will have access to a communal living room and kitchen with a small sink, gas stovetop and small fridge. The house also has a shared western toilet and cold-water shower. While there is electricity in the house, the town experiences frequent power outages lasting anywhere from a few hours to a few days. The volunteer house is in a gated compound and the Ugandan landlords and their small children also live on site. Our volunteers also receive a humanitarian discount on flights if they book through our travel partner (http://www.mennotvl.com/) and mention they are Shanti Uganda volunteers.

**Highlights of Organization/background information:**

The Shanti Uganda Society improves infant and maternal health, provides safe women-centered care and supports the well-being of birthing mothers and women living with HIV/AIDS in Uganda. We imagine a world where birthing mothers and women living with HIV/AIDS are supported, empowered and able to develop to their full potential.

The Shanti Uganda Birth House is a solar powered maternity centre on one acre of land in the Luweero District of Uganda. Opened in 2010, the Birth House provides mother-centered care throughout pregnancy, birth and the postnatal period and is staffed by our team of Ugandan Midwives, Traditional Birth Attendant and Lab Technician. From the Birth House, Shanti Uganda runs prenatal education classes, a Community Garden Program, a Teen Girls Program and a Women’s Income Generating Group – a collective of 21 HIV positive women who produce bags and jewelry which are sold throughout North America.