

UGANDA - THE SHANTI UGANDA SOCIETY

Number of Placements: 2

Placement Site: Kasana, Luweero, Uganda

URL: <http://www.shantiuganda.org>

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

Any out of the 6 positions are available as per student interest, eligibility and appropriate match.

1. Assistant Project Coordinator

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

Specific tasks will include:

- Assist the Project Coordinator in the centralized coordination and tracking of
- Shanti Uganda programs: Teen Girls Health and Empowerment, the Maternity
- and Learning Centre, the Women's Income Generating Group (WIGG), the
- Garden Program and relevant activities
- Attend meetings with/on behalf of the PC and report with minutes and relevant information
- Assist in maintaining and expanding our strong community relationships through
- attending events/meetings, networking and visiting community partners
- Assist and maintain administrative tasks, including proof-reading and editing and
- emails
- Create, maintain, and update spreadsheets/databases/files to support reporting
- Co-ordinate meeting arrangements when necessary, including preparing
- materials and follow-ups
- Manage volunteers and volunteer recruitment
- Perform additional duties as assigned
- Support the vision, mission and values of Shanti Uganda

Specific Qualifications

- Proven leadership experience, exceptional interpersonal skills, and past experience managing a team of people with professionalism and integrity
- Exceptional verbal and written communication and experience communicating clearly and directly using email
- Strong organizational skills, keen attention to detail
- 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

2. Women's Income Generating Group (WIGG) Coordinator

Specific tasks will include:

- Professional Development
 - Provide training and workshops on entrepreneurship, business management, savings, health and literacy & numeracy skills
 - Plan, schedule, attend and facilitate weekly WIGG meetings
 - Coordinate monthly buying days and shipment of WIGG products to our Vancouver office
 - Set goals with group members and assist them in meeting their goals and managing their savings plans
 - Meet regularly with group leaders to monitor progress and problem solve
 - Monitor and evaluate the progress of each group member and ensure she is on track to becoming self-sufficient. Follow up with absences and individual issues as necessary
- Quality Control
 - Develop, implement and monitor plans to continue the improvement of production, efficiency and quality control
 - Develop seasonal product lines in cooperation with Shanti Uganda design advisors
 - Ensure quality of all products and maintain WIGG manual and quality control guidelines
- Program Development
 - Follow up with pending Fair Trade Certification

- Identify relevant conferences and events and facilitate the women's participation at these events
- Collaborate with the Vancouver office to increase sales and develop communications
- Monitor and evaluate the progress of the WIGG as a whole and make improvements
- Maintain wholesale and sales revenue in Uganda and create new wholesale partnerships

Specific Qualifications

- Background in International Development, Marketing or demonstrated interest and related experience
- Experience in community development and income generating projects
- Excellent facilitation and leadership skills
- Demonstrated knowledge of women's rights issues
- Experience working with HIV positive women an asset
- Knowledge and experience in social enterprise an asset

3. Communications Coordinator

Specific tasks will include:

- Take, send and post regular photos documenting our work, events and daily happenings in Uganda
- Manage regular posts and expand our following on all social media platforms (Instagram, Facebook, Twitter, YouTube, Pinterest, website blog)
- Engage and interact with our community of supporters through social media
- Brainstorm and carry out new marketing campaigns in coordination with Vancouver staff and volunteers
- Assist with content for a monthly newsletter and coordinate blog submissions from volunteers and staff
- Develop and expand Shanti Uganda's ability to share our story with the world

Specific Qualifications

- Degree in Communications, Journalism, or demonstrated interest and ability in communications, marketing and social media
- Exceptional writing skills and proven ability to expand social media platforms
- Photography skills
- Intern must bring their own camera

4. Monitoring & Evaluation Intern

Specific tasks will include:

- Carry out methods proposed in the M&E strategy and collect data to report on findings
- Review plan regularly with head midwife, Project Coordinator and Executive Director and ensure staff are trained, updated and consulted frequently (staff meetings, one-to-one discussions) on indicators, targets, and strategies that can be utilized to meet targets ensuring the M&E plan is integrated into Shanti Uganda daily operations.
- Implement pre and post questionnaire, entering and collating data into a database.
- Analysis of data including client demographics, barriers to care, analysis of program impact (change seen between pre and post), as well as client satisfaction with service provision.
- Complete scorecard on a tri-annual basis and analyze and report results (end of April, August, and December).
- Complete a full BH Evaluation Report analyzing the impact of the BH programs and services
- Update M&E plan as required
- Collaborate with other Shanti interns and staff to influence and develop Outreach activities with the goals of: continual marketing of Shanti programs, community education, and meeting M&E indicator targets
- Complete the monthly statistics for the previous months
- Create tri-annual charts for the tri-annual report and forward to the ED and PC

Specific Qualifications

- Advanced degree in International Development or related field,
- Strong interest in the evaluation and measurement of progress in programs relating to health and development
- Knowledgeable in participatory development practices
- Quantitative evaluation, survey, statistics and/or other measurement experience
- Familiarity with statistical analysis software and ability to analyze documents
- Familiar with CIDAs Results Based Management Tools

5. Education Specialist / Researcher *(Please note: although we will review all applications, those who can commit for 6 months or more will be given priority)*

Specific tasks will include:

- Carry out community research and needs assessments for Shanti Uganda's educational programming, and community outreach (including the Teen Girls Health and Empowerment Program, Women's Income Generating Group's Educational Activities, Community and Birth Centre – Health and Wellness Workshops, Community Educational Outreach)

- Consult with Shanti Uganda advisors, and support Shanti Uganda staff with the design, and evaluation process of our Teen Girls Health and Empowerment Program, and Shanti Maternity and Learning Centre educational programs
- Work with staff to develop effective community health campaigns, and promote Shanti Uganda's services in the surrounding areas
- Design and carry out train-the-trainer workshops on Experiential Education and Transformative Education practices for all Shanti Uganda staff, Women's Income
- Generating group members, teen girls, interns, volunteers, village health team members, and local traditional birth attendants
- Facilitate the development of workshop templates and manual for all of Shanti Uganda's programs
- Work with Shanti Uganda staff to translate all program and educational materials into Luganda
- Develop partnerships with other local and international organizations to share educational resources and tools
- Develop effective educational resources for Shanti Maternity and Learning Centre
- Collect culturally competent and relevant educational resources to build Shanti Uganda's library
- Work with Shanti Uganda leadership to design short training webinars on Shanti Uganda's educational philosophies and practices, for Shanti Uganda staff, and incoming interns

Specific Qualifications

- Advanced degree in Community Based Education, Public Health Education, Adult Education, Educational Research, Humanitarian Education, International/Global Education, Curriculum Design or a combination of studies in Education and International Development
- Knowledge of Human Rights and Women's Rights Education
- Knowledgeable in participatory development practices
- Experience working with, and facilitating programs for at-risk youth, women and girls
- Experienced in designing evaluation plans, and learning outcomes for community based programs in under resourced communities
- Sound educational research skills
- Experienced working with, and designing programs for communities with low literacy rates
- Knowledgeable in transformative, experiential, and popular education practices
- A creative and passionate facilitator and trainer
- Highly organized, adaptable, and able to work under pressure
- Experience designing educational community outreach campaigns an asset.
- Knowledge of education in Africa, especially Uganda, a major asset
- Experience collaborating on program development in diverse, under resourced communities, specifically in East Africa a major asset
- Experience in bilingual education, an asset

6. Development & Partnership Coordinator

Specific tasks will include:

- Research and apply monthly for grant proposals, awards and endowments
- Develop and strengthen partnerships between organizations and potential funders and maintain ongoing communication
- Maintain ongoing communication history and reporting requirements in partnership and funding database
- Prepare organizational background presentations for prospective donor meetings
- Assist the Project Coordinator in preparing annual and quarterly reports for District Health and Sub-County offices
- Research and source out local short, medium and long-term sustainable fundraising means and draft a working fundraising strategy proposal based on findings at end of placement
- Organize one major Shanti Uganda fundraising event in Uganda

Specific Qualifications

- Degree in International Development Studies, Non-Profit Management or related field
- Experience drafting grant proposals an asset
- Exceptional independent research and analytical skills
- Proficiency in Microsoft Office, including Word and Excel and Google docs
- Ability to handle multiple projects at once/respond to changing priorities
- Proven experience meeting deadlines and goals
- Strong organizational skills, keen attention to detail
- Exceptional networking, written and verbal communication skills

Qualifications/skills required (all positions):

- Education or degree in relevant field
- Deep passion for women's health and empowerment
- Possess excellent interpersonal and networking skills
- An independent self-starter with proven multi-tasking skills and flexibility
- Possess creativity and vision
- Exceptional organizational skills
- Able to use Microsoft Word, Excel and manage various social media platforms
- Strong cultural awareness and demonstrated ability to live in a rural setting
- Experience working or volunteering with a non-profit an asset
- Experience working in under resourced communities, specifically East Africa, an asset

Language requirements:

Fluent English

Please note:

Successful applicants will be responsible for contributing a \$450/month placement fee, which will provide them with shared accommodation in Shanti Uganda's Volunteer House, airport pickup, a volunteer manual and ongoing support and evaluation from our Canadian Project Coordinator in Uganda. All interns will contribute a 40hr workweek and are encouraged to travel on weekends.

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.