

UGANDA - THE SHANTI UGANDA SOCIETY

Number of Placements: 3

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:

1. Assistant Program Manager

The Assistant Program Manager will be responsible for assisting the Program Manager in all of their various tasks, including administration, budgeting and monitoring and evaluations. The Assistant PM will be responsible for overseeing the ongoing development and monitoring of the Teen Health Education Program, and the Garden and Nutrition Program. The Assistant PM will work closely with Ugandan staff to deliver workshops, ensure targets are being met and report impact.

Specific tasks will include:

- Assisting the Program Manager in the centralised coordination and tracking of Shanti Uganda programs: Teen Girls Health and Empowerment, Teen Boys Health and Empowerment, the Birth House Maternity Centre, the Garden and Nutrition Program and relevant activities
- Assisting in the monthly financial reporting, receipt collection and budgeting
- Attending meetings with/on behalf of the PC and reporting with minutes and relevant information
- Assisting in maintaining and expanding our strong community relationships through attending events and visiting community partners
- Assisting and maintaining administrative tasks, including proof-reading and editing of reports, minutes
- Co-ordinating meeting arrangements when necessary, including preparing materials and follow-ups

- Creating, maintaining, and updating spreadsheets/databases/files to support reporting
- Assisting the facilitators in the monthly organisation and delivery of the Teen Health Workshops and Nutrition and Gardening Workshops; getting materials, organising venue, food preparation, surveys and feedback forms
- Working with the facilitators to accurately document the workshops using the Shanti workshop template as well as working through effective teaching methods
- Staying on budget with the planning and coordination of workshops, tracking all expenses and receipts
- Working with PM to report accurate and informative M&E in coordination with existing Shanti systems
- Writing any program reports due during your internship including to funders and Global Giving network
- Supporting the vision, mission and values of Shanti Uganda
- Perform additional duties as assigned

Specific Qualifications

- Deep passion for women's health and empowerment
- Strong analytical and problem solving skills
- Ability to simultaneously manage multiple projects and priorities
- Resourceful self-starter; persistent and thorough, proactive
- Solutions-focused; approaches challenges with passion, creativity and motivation
- Strong storytelling, writing and editing skills
- Ability to collaborate; strong relationship-building is crucial
- Detail-oriented, strong organizational skills
- Able to use Microsoft Word, Excel, and Google drive

2. Communications Coordinator

The Communications Coordinator is responsible for creating and engaging with content on a variety of platforms for Shanti Uganda including: social media, newsletters/email marketing, blogs and charity platforms. The Communications Coordinator is the official Shanti photographer and documents the programs and happening of the Birth House and all Shanti projects, events, etc. The Communications Coordinator works closely with the Operations Director, Country Director and other interns to tell the Shanti Uganda story to our donors, supporters, funders and the general public.

Specific tasks will include:

- Creating content for all communications channels with strong storytelling (copy) and multimedia aspects (photo/video)
- Posting and scheduling content to social media channels through Hootsuite (Facebook, Twitter, Instagram)
- Engaging with social media daily (liking posts, re-tweeting, answering comments etc.)
- Helping promote Shanti programs as well as income generating activities: training trips, internship program and professional volunteer program
- Shooting beautiful photographs of all aspects of Shanti Uganda (daily life, special events, programming, births, other interns and staff)
- Engaging with Shanti clients, staff and stakeholders to gather content, story ideas, and quotes/statements
- Updating Social Media Analytics document on a monthly basis, monitoring Facebook Analytics and making suggestions and decisions based on data
- Identifying new story ideas
- Supporting Operations Director in content and campaign planning for 2018
- Supporting Operations Director in designing marketing materials/graphics
- Finding compatible organizations to partner with on content creation
- Monitoring other organizations/best practices and suggesting ways to improve reach and impact of Shanti Uganda through social media
- Gathering information and stories from other interns/PC for Global Giving Reports
- Ensuring all Global Giving reports are edited, proofread and submitted on time
- Making recommendations for the updating of our projects and/or the creation of new projects
- Sending thank you emails to all donors through the Global Giving platform
- Creating at least 1 original blog post per month
- Collaborating with Operations Director on monthly newsletter and quarterly Birth Partner newsletter
- Supporting the vision, mission and values of Shanti Uganda
- Other duties as assigned

Specific Qualifications

- Deep passion for women's health and empowerment
- Strong analytical and problem solving skills
- Ability to simultaneously manage multiple projects and priorities
- Resourceful self-starter; persistent and thorough, proactive
- Solutions-focused; approaches challenges with passion, creativity and motivation
- Strong storytelling, writing and editing skills
- Ability to collaborate; strong relationship-building is crucial
- Detail-oriented, strong organizational skills

- Able to use Microsoft Word, Excel, and Google drive
- Passion and experience with various social media platforms
- Preference for candidates with experience in graphic design

3. Research Intern

The Research Intern will be responsible for completing the full process of answering an important research question related to Shanti Uganda's programming. Topics may include teen pregnancy, teen sexual and reproductive health, barriers to access, client satisfaction with services etc.

Specific tasks will include:

- In collaboration with Shanti staff, identify a pressing research question directly related to Shanti Uganda's programming
- Carry out community research and needs assessments based on the research question
- Identify key stakeholders and coordinate consultations, consult with Shanti staff and advisors
- Coordinate focus groups, surveys or other forms of data collection appropriate to the research
- Compile data and perform data analysis
- Before the end of the internship period, complete research report and present to stakeholders
- Support the vision, mission and values of Shanti Uganda
- Perform additional duties as assigned

Specific Qualifications

- Deep passion for women's health and empowerment
- Strong analytical and problem solving skills
- Ability to simultaneously manage multiple projects and priorities
- Resourceful self-starter; persistent and thorough, proactive
- Solutions-focused; approaches challenges with passion, creativity and motivation
- Strong writing and editing skills
- Ability to collaborate; strong relationship-building is crucial
- Detail-oriented, strong organizational skills
- Able to use Microsoft Word, Excel, and google drive
- Experience with data collection and analysis

Qualifications/skills required (all positions):

- 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

Accommodation:

Successful applicants will be responsible for contributing a \$500/month placement fee, which will provide them with shared accommodation in Shanti Uganda's Volunteer House, wireless internet, wireless internet, airport pickup, a volunteer manual and ongoing support and evaluation from our in-country staff. All interns will contribute a 35hr workweek and are encouraged to travel on weekends.

Highlights of Organization/background information:

The Shanti Uganda Society improves maternal and infant health throughout Uganda. We imagine a world where all women have access to a midwife and are respected, empowered and able to thrive throughout the birth process. Supporting over 1,300 births and impacting over 46,000 lives throughout Uganda to since 2008, Shanti Uganda's proven model of success is poised to scale to impact more women and girls throughout Uganda. The Shanti Uganda Birth House is a solar powered maternity center on one acre of land in the Luwero District of Uganda. The Birth House provides mother-centered care throughout pregnancy, birth and the postnatal period and acts as a community hub from which Shanti Uganda runs family planning education, prenatal education, prenatal yoga, a Community Garden Program, Teen Health Workshops and new Postpartum Home Outreach program funded by Grand Challenges Canada.