

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:

Teen Health Education Program

- Assisting the facilitators in the organization and delivery of the Teen Health Workshops; getting materials, organizing 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
- Ensuring that the focus of workshops is on Sexual Reproductive Health and Rights (SRHR)
- Staying on budget with the planning and coordination of workshops, tracking all expenses and receipts
- Documenting workshops, gathering stories and supporting communications of impact

- Assisting Program Manager with reporting for funders, donors and other stakeholders

Garden and Nutrition Program

- Assisting Kato, the gardener in the organization and delivery of the garden/farming workshops
- Assisting Ritah, the agriculturalist in the organization and delivery of the nutrition workshops
- Ensuring all needed resources are available for all workshops
- Ensuring that surveys and feedback are recorded and collected from all workshops
- Staying on budget with the planning and coordination of workshops, tracking all expenses and receipts
- Documenting workshops, gathering stories and supporting communications of impact
- Assisting Program Manager with reporting for funders, donors and other stakeholders
- Supporting the vision, mission and values of Shanti Uganda
- Performing additional duties as assigned

General Responsibilities

- Collecting relevant data and statics related to Shanti Uganda programs
- Working with Program Manager to report accurate and informative data in coordination with existing Shanti MEL systems from all workshops
- Evaluating whether KPIs were met

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 document 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
- 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

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. Country Director Assistant Intern

The Country Director Assistant Intern will be responsible for assisting the Country Director in all of their various tasks, including administration, project management, partnership development and fundraising.

Specific tasks will include:

- Assisting in the coordination of all Shanti Uganda programs and activities
- Assisting in the monthly financial reporting, receipt collection and budgeting
- Attending meetings with/on behalf of the Country Director and report 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 proofreading and editing of reports, minutes
- Coordinating meeting arrangements when necessary, including preparing materials and follow-ups
- Creating, maintaining, and updating spreadsheets/databases/files to support reporting
- Supporting the vision, mission and values of Shanti Uganda
- NOTE: this position is very fluid and changes depending on current organizational needs and schedules. Flexibility and adaptability are key for ensuring productivity and success.

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

Expected work hours: 35hrs/week, Monday to Friday

Preferred start date: First week of May preferably, but flexible

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:

At Shanti, all volunteers and international staff live at the house of our Head Midwife, Sister Josephine along with her and some of her adult children. The house is set within a secure gated compound, with green space, three dogs and many chickens.

You will be provided with a bed with linens and a mosquito net in dorm rooms shared with other volunteers - you may be sleeping with up to 3 other volunteers depending on the schedule. You will have access to a communal living room and kitchen with a sink, gas stovetop, and fridge. You will have access to one western style toilet, two outdoor latrines, and cold-water shower.

Highlights of Organization/background information:

Shanti Uganda 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 1,500 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 Postpartum Home Outreach program.