

Program Coordinator Intern

ORGANIZATION

Project Zawadi (PZ) is a small 501(c)3 non-profit organization based in St. Paul doing educational work in Tanzania. Project Zawadi's mission is to ensure Tanzanian children and youth have access to a quality education. Services are delivered in Tanzania via a staff of 20 working in three program areas: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers). Our team on the ground operates in the rural community of Nyamuswa (located in the Mara region of northwestern Tanzania). For more information on Project Zawadi, visit: projectzawadi.org

PURPOSE

The Program Coordinator Intern plays an integral role in the day-to-day operations of Project Zawadi. You will be a member of an energetic and driven team dedicated to partnering with communities, schools, and families to improve the quality of and access to education. This position will work with all three programs but be deeply immersed in the Model Schools Program. The Model Schools Program works with communities to help make significant and sustained improvements at four schools in the Nyamuswa area. The Model Schools Program supports infrastructure development, school safety initiatives, water projects, school farms, and school clubs. You will work with the Program Manager (based in Tanzania), and the Program Committee Chair (based in the US) to bring form, process, and order to the program.

PROJECTS AND RESPONSIBILITIES:

- Attend Model Schools weekly meetings and committee meetings, as well as all Board meetings.
- Operate as committee secretary in Model Schools meetings (keeping time, taking notes, and providing follow up to ensure tasks are completed in a timely matter).
- Work with Program Manager to document progress in the Model Schools operating plan.
- Aid Tanzanian staff with English grammar and translation.
- Aid subcommittees working on leadership, school safety, school clubs, Model Farms, and evaluation initiatives.
- Draft website, blog and social media content that tells the stories of Model Schools initiatives.
- Other duties as assigned.

TIMELINE, HOURS, PAY

8-12 hours/week desired.

12 month commitment desired to fully benefit from this experience. Applicants with at least 6 months availability will be considered.

Though the internship is unpaid, the intern will learn and gain hands-on experience under the guidance of experienced professionals.

QUALIFICATIONS

- Excellent time management and organization skills.
- Self-starter and ability/willingness to learn as you work on projects.
- Genuine curiosity in education, Tanzania, philanthropy, and/or development and non-profit management.
- Ability to multi-task and prioritize.
- Excellent interpersonal and cross-cultural communication skills.
- Strong organizational skills and demonstrated attention to detail.
- Ability to manage simultaneous projects.
- Familiarity with the Swahili language is helpful, but not required.

COVID-19 UPDATE

Even in non-Covid times, Project Zawadi is a work-from-home organization. All meetings are currently being held over the phone and Zoom. We have been monitoring COVID-19 and will move back to in-person meetings when it feels safe for everyone.

APPLICATION INSTRUCTIONS

Please send CV and cover letter expressing interest in the position to Project Zawadi's Operations Manager, Brianna Darling (brianna@projectzawadi.org). Please put 'Fundraising Coordinator Intern' in the subject line.