



### **Volunteer Opportunity**

#### **Data Entry**

**\* from home - very flexible hours \***

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 18 working in three program areas: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers). Working from our home-base in the rural village community of Nyamuswa (located in the Mara region of northwestern Tanzania) Project Zawadi has a goal of significantly improving educational quality, safety, and access in our program areas. Visit PZ's website for more information: [projectzawadi.org](http://projectzawadi.org).

**We are seeking dependable volunteers who can respond to short/simple tasks in a timely manner. This help will support the work of our Tenda Teachers program and could involve:**

- Data entry
- Updating checklists
- Scheduling assistance
- Proofreading
- Powerpoint assistance

#### **Skills needed**

- Knowledge of Excel
- Experience with (or ability to quickly learn) google sheets and google drive
- Detail oriented
- Highly organized
- Ability to meet deadlines
- Ability to work independently

**Please contact Project Zawadi's Operations Manager, Brianna Darling, by email at: [brianna@projectzawadi.org](mailto:brianna@projectzawadi.org) if you have questions and/or are interested in joining the team.**