

## Shanti Uganda Volunteer Internships

The Shanti Uganda Society is seeking Volunteer Interns to fill our upcoming Volunteer Internship Positions in Uganda. Shanti Uganda is a registered Canadian Charity and Ugandan NGO that 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.

Shanti Uganda is a grassroots organization committed to sustainable community based development, mother-centered care and the yogic principles of self-less service.

**Summer Internship Dates** – May 1 – Aug 31 2015

**Fall Internship Dates** – Sept 1 – Dec 31 2015

**Winter Internship Dates** – Jan 1 – April 30 2016

*\*Please note, there is some flexibility in exact dates. Let us know if you would like to adjust the placement dates, or length of time. Applicants wishing to stay longer than 4 months are encouraged.*

### Who you are

You are a risk taker, a creative visionary and you believe in the great potential of small grassroots organizations. You are passionate about conscious activism, sustainable international development, maternal health and the empowerment of women on a global scale.

You are motivated, innovative and willing to commit to the long-term growth of a grassroots organization with a big on-the-ground impact. You understand the importance of self-inquiry, communicate openly, embrace change and possibility and are driven by your commitment to others. You celebrate the idea of living in a rural setting, are eternally flexible and adaptable and you can embrace occasional power and water shortages.

### Qualifications & Skills for all Positions

- Education or degree in relevant field (students entering their last year of their degree may be considered for certain positions)
- Deep passion for women's health and empowerment
- Possess excellent inter-personal 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 the Global South, specifically East Africa, an asset

## Available Internships

### Assistant Project Coordinator

#### Responsibilities

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

- Assist the Project Coordinator in the centralized coordination and tracking of Shanti Uganda programs: the Teen Girls Workshop, the Maternity 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

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

### Textiles and/or Jewellery Design Intern

#### Responsibilities

- Become familiar with the Shanti Uganda brand, product and consumer
- Design 3 new bag styles which appeal to Shanti Uganda's existing consumer
- Design 1 new bracelet, necklace, and earring style which appeal to Shanti's existing consumer
- Create spec sheets for each new product (textile and beading)
- Communicate with Intern in Uganda regarding quality control and product development

- Research and determine new and existing materials available in Uganda for jewelry and textile production

## Specific Qualifications

- Diploma or Bachelor's in Fashion Design or demonstrated ability and related experience
- Keen attention to marketability and awareness of what is likely to sell
- Creative flair with an eye for colour, texture and patterns
- Proven ability to meet deadlines and work under pressure
- Ability to work collaboratively and accept constructive criticism
- Drawing/sketching skills and knowledge of relevant design software
- Open-minded and detail-oriented
- Sewing skills an asset
- Passionate about women's empowerment and development

## Production Intern

### Responsibilities

*The Production intern works closely with the Women's Income Generating Group, and the WIGG Coordinator to ensure the highest quality of fair-trade products and fulfill timely orders to Canada*

- Become familiar with the Shanti Uganda brand, product and consumer
- Create spec sheets for new products
- Assist WIGG Coordinator with monthly "Buying Days" and shipment of WIGG craft products to our Vancouver office
- Oversee the quality of products being shipped to Canada and **implement a quality control system**
- Source materials from local markets; research new material options
- Keep production on schedule for release of new seasonal lines
- Research cost-effective ways to improve products and reduce wastage
- Update/maintain *Pinterest* page
- Produce engaging photos/photo-stories with the PC Assistant for Shanti's Facebook page
- Collaborate with Women's group in the design of new styles

### Qualifications

- Diploma or Bachelor's in Fashion Design, Fashion Marketing, Supply Chain Management or demonstrated ability and related experience
- Keen attention to marketability and awareness of what is likely to sell
- Creative flair with an eye for colour, texture and patterns
- Ability to create spec sheets and design quality control assurances
- Proven ability to meet deadlines and work under pressure
- Ability to work collaboratively and accept constructive criticism
- Drawing/sketching skills an asset
- Open-minded and detail-oriented

- Sewing skills an asset
- Passionate about women's empowerment and development

## **Women's Income Generating Group (WIGG) Coordinator**

### Responsibilities

- 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 the women and assist the women 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 woman 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's designer
  - 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

- Degree in International Development, marketing or demonstrated interest and related experience
- Must have a good understanding of basic garment construction, basic sewing skills and sewing machine experience and be able to understand basic patterns and implement instructions.
- Must have a basic understanding of beaded jewellery construction
- Experience in community development and income generating projects
- Experience working with HIV positive women an asset
- Knowledge and experience in social enterprise an asset

## **Communications Coordinator**

## Responsibilities

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

## **Monitoring & Evaluation Intern**

### Responsibilities

- 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 triannual 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 triannual charts for the triannual report and forward to the ED and PC

### Specific Qualifications

- A degree in International Development or Public Health (Will consider students entering their final year)
- Strong interest in the evaluation and measurement of progress in programs relating to health and development

- 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

## **Development & Partnership Coordinator**

### Responsibilities

- 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 or Non-Profit Management
- 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
- Able to travel to locations to meet prospective partners and donors
- Proven experience meeting deadlines and goals
- Strong organizational skills, keen attention to detail
- Exceptional networking, written and verbal communication skills

## **Benefits of Joining our Team in Uganda**

- Make a sustainable, inspired, empowered contribution to the health and well-being of Ugandan women and their communities. Witness the deep impact of your involvement on an ongoing basis
- Gain valuable experience in not-for-profit management for those just starting off in their career
- Join other dynamic individuals committed to global change and experience the power of deep, sustainable, conscious activism
- Experience the beauty of Uganda, travel the region with other interns and participate in local celebrations and traditions with Shanti Uganda's staff

## **Application Details**

This is a volunteer 4 month internship position. 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 30hr workweek and are encouraged to travel on weekends.

All internships will remain open until filled. Successful applicants will be required to submit an application form, liability & media release and reference letters.

**Please apply with a cover letter and resume to Project Coordinator, Trine Rasmussen, [coordinator@shantiuganda.org](mailto:coordinator@shantiuganda.org) or Executive Director, Sadie St. Denis , [Sadie@shantiuganda.org](mailto:Sadie@shantiuganda.org)**

[www.shantiuganda.org](http://www.shantiuganda.org)