

## Internships with Shanti Uganda

The Shanti Uganda Society is seeking interns to fill upcoming positions in Kasana, Uganda. Shanti Uganda is a registered Canadian charity and Ugandan NGO that improves infant and maternal health throughout Uganda.

**Winter Internship Dates** – Jan 1 – April 30\*  
**Summer Internship Dates** – May 1 – Aug 31\*  
**Fall Internship Dates** – Sept 1 – Dec 20\*

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

### Who You Are

You are passionate about conscious activism, sustainable international development, maternal health, the empowerment of women on a global scale. You are motivated, innovative and willing to learn and grow beside our leaders in Uganda. You understand the importance of self-awareness, communicate openly, embrace change 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.

### Basic Qualifications & Skills

- Education or degree in relevant field (students in their 3rd or 4th years also considered for some positions)
- Deep passion for women's health and empowerment
- Willingness to relocate to Uganda for minimum of 4 months
- Strong cultural awareness and humility
- Ability to live and work in a **rural and rustic setting**
  - This means living without the creature comforts of home: cold water showers, bunk beds, slow internet and limited personal space

### Benefits

- Make a sustainable, inspired, empowered contribution to the health and wellbeing of women and communities in Uganda. Witness the deep impact of your involvement on an ongoing basis
- Gain valuable professional experience and learn from other professionals at Shanti Uganda
- Live, work, travel and experience one of the most beautiful and friendly countries in the world

### Placement Fees

Successful applicants will be responsible for contributing a \$600/month placement fee, which will provide them with shared accommodation in Shanti Uganda's Volunteer House, airport pickup and drop off, ongoing support and evaluation from our Country Director in Uganda and a volunteer manual. All interns will contribute a 35hr work week and are encouraged to travel on weekends.

### How To Apply

Please apply with a cover letter and resume to Operations Director, Kate Hyde, [kate@shantiuganda.org](mailto:kate@shantiuganda.org) as well as completing our [Online Application Form](#). Applications for internships will be accepted on a rolling basis, and will remain open until filled. Successful applicants will be required to submit a note of mental and physical health from a health professional, basic criminal record check from your home country and a liability & media release form.

## **Assistant Country Director Internship**

### **Job Description**

You will be responsible for assisting the Country Director in all of their various tasks, including administration, project management, partnership development and fundraising. You will also support the Country Director and relevant staff in the construction of the Birth House Expansion.

### **General Responsibilities**

- Assist with the Monitoring and Evaluations of all of Shanti Uganda's programs
- Assist in the monthly financial reporting, receipt collection and budgeting
- Attend meetings with/on behalf of the Country Director and report with minutes and relevant information
- Assist in maintaining and expanding our strong community relationships through attending events and visiting community partners
- Assist and maintain administrative tasks, including proofreading and editing of reports, minutes
- Coordinate meeting arrangements when necessary, including preparing materials and follow-ups
- Create, maintain, and update spreadsheets/databases/files to support reporting
- Support the vision, mission and values of Shanti Uganda
- Perform additional duties as assigned

### **Birth House Physical Capacity Expansion - Summer/Fall 2018 Only**

- Attend expansion meetings as necessary
- Assist Country Director with logistics coordination in collaboration with builders, funders, etc
- Assist Country Director with all project management work including ensuring project remains within grant budget
- Partner with the Content Coordinator to ensure all work is documented in an organized, clear format

### **Annual Fundraiser**

- Work closely with the Country Director to organize and execute our annual community fundraiser held in Fall 2018
- Brainstorm with staff, Country Director, interns and stakeholders on activities
- Chair event committee meetings and record action items
- Create an event budget for approval and monitor all financials and receipts for the event
- Secure venue, entertainment / speeches, food and any other logistics
- Establish a guest list and send invitations to community members and officials, including Shanti supporters around Uganda
- Involve other interns as much as possible closer to the day and on the day of the event.

### **Skills & Competencies**

- 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
- Ability to collaborate; strong relationship-building is crucial
- Detail-oriented, strong organizational skills
- Strong skills with Microsoft Word, Excel, Google Drive

## Content and Communications Internship

### Job Description

You will be 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. You will be the official Shanti photographer and document the programs and happening of the Birth House and all Shanti projects, events, etc.

### General Responsibilities

- Create content for all communications channels with strong storytelling (copy) and multimedia aspects (photo/video)
- Post and schedule content to social media channels
- Engage with social media daily (liking posts, re-tweeting, answering comments, messages etc)
- Help promote Shanti programs as well as income generating activities: training trips, internship program and professional volunteer program
- Shoot beautiful photographs of all aspects of Shanti Uganda (daily life, special events, programming, births, other interns and staff)
- Engage with Shanti clients, staff and stakeholders to gather content, story ideas, and quotes/statements
- Update Social Media Analytics document on a monthly basis, monitor Facebook Analytics and make suggestions and decisions based on data
- Identify new story ideas
- Support Operations Director in content and campaign planning
- Support Operations Director in designing marketing materials/graphics
- Find compatible organizations to partner with on content creation
- Monitor other organizations/best practices and suggest ways to improve reach and impact of Shanti Uganda through social media
- Support the vision, mission and values of Shanti Uganda
- Other duties as assigned

### Global Giving

- Gather information and stories from other interns/Country Director for Global Giving Reports
- Ensure all Global Giving reports are edited, proofread and submitted on time
- Send thank you emails to all donors through the Global Giving platform

### Blogs & Newsletter

- Create at least 1 original blog post per month
- Collaborate with Operations Director on monthly newsletter and quarterly Birth Partner newsletter

### Skills & Competencies

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- 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 and writing skills
- Ability to collaborate; strong relationship-building is crucial
- Detail-oriented, strong organizational skills
- Ability to use Microsoft Word, Excel and have a familiarity with various social media platforms
- Ability to take and edit photos
- Experience with videography an asset

## **Programs and MEL Internship**

### **Job Description**

You will be responsible for assisting the Program Manager in all aspects of MEL (Monitoring, Evaluation and Learning) for all programs, including general Birth House operations. You will also assist the Program Manager in all aspects of running Shanti Uganda's three main program categories: Maternal and Infant Health, Teen Health Education Program and Nutrition and Community Garden Program.

### **General Responsibilities**

- Assist the Program Manager in the tracking of relevant data and indicators for Shanti Uganda programs
- Assist the Program Manager with reporting processes for all projects using existing Shanti structures and reporting
- Create, maintain, and update spreadsheets/databases/files to support the Program Manager
- Collect and record the monthly Birth House statistics
- Create quarterly activity reports and any other reporting as needed
- Data analysis including client demographics, barriers to care, analysis of program impact, as well as client satisfaction with service provision
- 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
- Support the vision, mission and values of Shanti Uganda
- Perform additional duties as assigned

### **Skills & Competencies**

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