



Tanzania Education Corp is seeking a Program Coordinator to live in Karatu, Tanzania and work at Tumaini Schools. We are seeking a new staff member to join our team on the ground and work in close collaboration with the existing Program Coordinator sharing all key responsibilities as described below.

Tanzania Education Corp (TEC) supports high-quality education in Tanzania through partnership with locally-run schools. This support is both financial and programmatic – through initiatives such as student sponsorship, cross-cultural learning opportunities, international volunteer programs, library development, computer science classes, professional development and more. TEC was established to support Tumaini Junior School (TJS) which was founded by a Tanzanian couple, Modest and Lightness Bayo, in their own home. From these humble beginnings with only 17 students, TJS is now the top school in the district and in the top 0.7% of all primary schools in the nation. In order to address the need for a high-quality secondary education for TJS graduates, TEC and Tumaini Schools founded Tumaini Senior Secondary School (TSSS) in 2016 and has implemented innovative programs there such as computer programming and project based learning classes. TEC continues to work with the all-East African staff at Tumaini Schools to ensure that all 1,000 students currently enrolled receive the highest quality education possible.

The Program Coordinator is responsible for managing all on-the-ground projects being implemented by TEC at Tumaini Schools across all three of its campuses. The role encompasses a wide range of duties spanning from our sponsorship program, communications and marketing strategies, social media, volunteer coordination, and M&E efforts. The role requires communicating with many people of diverse ages, roles, and backgrounds including students, teachers, administration, volunteers, international school groups, and visitors.

Key Responsibilities:

Sponsorship Program (30%)

- Oversee and implement all aspects of our student sponsorship program
- Coordinate all communications with sponsors
- Recruit new and potential sponsors, both in-person and through media communications

- Make and maintain budgets for sponsored student needs
- Write and design bi-annual sponsor updates
- Work with students to write letters and other updates for their sponsors
- Personally ensure sponsored students receive quality care in academics and health, including annual checkups

Communications and Marketing (30%)

- Strategize and implement fundraising campaigns throughout the year
- Manage and create engaging content for all social media platforms, including Facebook, Instagram, and Twitter
- Design and send out monthly newsletters on MailChimp
- Maintain TEC website on Squarespace
- Organize and distribute all material donations
- Provide tours and information to school visitors

Volunteer Coordination (20%)

- Set up logistics for all individual volunteers and school groups who come to Tumaini Schools, including making budgets and creating itineraries
- Assist in program and curriculum development for school groups
- Ensure all volunteer and school group visits run smoothly
- Maintain operational upkeep of TEC Volunteer House

Program Development and M&E (10%)

- Improve and institutionalize organizational strategies
- Participate in ongoing development of Monitoring & Evaluation protocol
- Maintain database tracking all alumni of Tumaini Schools

Facilitation of Other Educational Programs (10%)

- Oversee additional academic and extracurricular programs as time allows, including the school libraries, professional development, and outreach activities
- Collaborate with other like-minded organizations

Qualifications:

- A collaborative team-player who's able to maintain ongoing communications with stakeholders of various positions and ages from a kindergarten student to a school headmaster
- A flexible, self-motivated go-getter who's able to work with people from diverse cultures and backgrounds

- Detail-oriented yet able to never lose sight of the bigger picture and long-term goals
- Experience working with children from kindergarten to high school age
- Experience working in a developing country, preferably in Sub-Saharan Africa
- Experience in communications and marketing, especially for non-profits
- Proficiency in Swahili is preferred but willingness to learn is a must

Preferred Start Date:

ASAP

Duration:

One-year commitment, possibility for extension.

Compensation:

\$500 USD stipend per month plus round-trip airfare

Benefits:

Free room including utilities (clean drinking water and electricity), visa, internet, and phone plan

HOW TO APPLY

Please send your cover letter and resume to programs@tanzania-schools.org. (Include your earliest possible start date.) For more information, please visit: www.tanzania-schools.org

BENEFITS

Free room including utilities (clean drinking water and electricity), visa, internet, and phone plan

LEVEL OF LANGUAGE PROFICIENCY

Fluency in English required. Swahili proficiency preferred.

MINIMUM EDUCATION REQUIRED

4-year degree