

**Seeking Project Co-coordinator – 1 Year Contract**

**Location: Kasana Town, Luweero District Uganda**

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

**Organization**

The Shanti Uganda Society is a Vancouver based Canadian Charity working in Uganda, East Africa. The Shanti Uganda Society 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. In Uganda, Shanti delivers three programs: a teen girl's workshop, birth house and midwife learning center and a women's social development income program supporting women living with HIV/AIDS. The Shanti Uganda Society is supported by a thriving group of passionate and dedicated individuals around the world who are all committed towards women's rights, peace, healing and sustainable development for the communities we support in Uganda. Shanti Uganda operates in Kasana Town (about 75 km Northwest of Kampala).

**Job Description**

Reporting to the Executive Director, the Project Coordinator is a strong self-starter and has experience living in developing world environments before. The Project Coordinator manages and implements Shanti Uganda's programs in Uganda. The Project Coordinator leads a team of midwives, staff and volunteers to deliver programs under the direction of the Executive Director in Vancouver. These programs include teen girl's workshops, a birth house and learning center, women's income generating group and volunteer coordination.

Acting as a liaison between the Executive Director, Ugandan staff, volunteers and other community supporters, the Project Coordinator is responsible for overseeing and implementing of project activities, budgets, developing community relations with the villages in Uganda and daily operations of the Shanti Uganda site.

**Skills & Knowledge**

- Bachelor's in Project Management, Non Profit Management, International Development or related program
- Strong leadership and negotiation skills
- Proficient in word, excel, online networking (blog writing, facebook, twitter, e-newsletter), web management and powerpoint
- Knowledge of small business/non-profit operations
- Experience managing a team of up to 20 staff
- Has the initiative to generate contacts, leads and new partnerships and opportunities.
- Proven fundraising and/or marketing experience
- Knowledge of international development issues relating to HIV/AIDS and maternal health in Africa
- Experience and knowledge in Women's development issues and birth
- Proven non-profit management experience
- Knowledge in volunteer co-ordination an asset
- Versatile, ability to adapt quickly to changes, strong self-starter, quick problem solver and motivator
- Experience living in developing world countries

**Qualifications**

- Excellent written and verbal communication skills
- Exceptional time management skills
- Proven ability to work independently, meet deadlines and balance multiple priorities
- Must be a highly motivated, enthusiastic self-starter who works well under limited supervision
- Highly organized, efficient, resourceful and dependable
- Minimum 1-year experience working in the non-profit sector
- Experience working in Africa for a non-profit organization an asset
- Experience and connections in the local birth, yoga, non profit sector an asset

## Job Responsibilities

- Organize weekly staff meetings with Uganda staff
- Establish routine and receive weekly reports from staff
- Pay staff
- Ensure staff success
- Review, hire and fire staff as needed
- Send weekly log to executive director and maintain weekly phone meetings with executive director
- Send regular photo/blog/newsletter submissions
- Manage Uganda project budget
- Establish and maintain partnerships with local NGOs
- Seek out fundraising initiatives
- Co-ordinate and develop Uganda volunteer program
- Deliver Shanti Uganda's programs at the birth house, garden project, teen girl's program and women's group

## Working Conditions

This is a full time position starting August 15, 2011, with orientation to begin July 18, 2011 in Uganda. The work week is 40hrs per week including occasional evening and weekend work. One round trip ticket will be provided to the Project coordinator. The project coordinator will be provided his/her own furnished bedroom in the Shanti Uganda house. The Shanti Uganda house is shared with volunteers from North America and around the world and contains a furnished kitchen, living room and bathroom.

The orientation period will be from July 18 – August 15, 2011 in Uganda and be provided by the outgoing Project Coordinator who is currently living there. During this period, the new applicant will work a 30 hour work week with a pay of \$600/month.

The new Project Coordinator's contract will run from August 15, 2011 – August 15, 2012 with a salary of \$1000/month.

## How to Apply

Please email your resume, cover letter and 3 references to the Executive Director at [natalie@shantiuganda.org](mailto:natalie@shantiuganda.org) **by Monday May 23rd, 2011**. We hope to notify the new project coordinator by June 15<sup>th</sup>, 2011 of their acceptance. We are grateful to all applicants for their interest; however, only those selected for further consideration will be contacted. No phone calls please. [www.shantiuganda.org](http://www.shantiuganda.org)