**Nurturing Minds & SEGA**

**Internship Opportunity**

*Job Description*

**Job Title:** Communications and Development Intern

**Organizations:** Nurturing Minds & SEGA (Secondary Education for Girls’ Advancement)

**Location:** 3 months in Morogoro, Tanzania with SEGA & 3 months remote with Nurturing Minds *(Flexible on the order of internship locations)*

**Employment Type:** Full-Time Internship, 30-40 hours/week

**Dates:** 6 months, September - November and January - March

**Stipend:** $300/month, international travel expenses not covered

The Mission of Nurturing Minds is to support quality education, life skills, and entrepreneurship to help vulnerable girls in Tanzania become leaders in their communities. Currently, Nurturing Minds achieves this through the development and support of SEGA. SEGA educates and equips bright Tanzanian girls with academic, leadership, and business skills to unleash their talents and reach their full potential. With a particular emphasis on vulnerable girls, SEGA provides full scholarships for at least 50% of its student body. SEGA currently runs 4 programs to achieve its mission: The SEGA Girls’ School, Modern Girl Community Outreach Program, Continuing Education Scholarship Program, and a Graduate Business Development Program.

The SEGA Girls’ School, is a dynamic boarding school in Tanzania serving over 280 girls per year who otherwise would not have access to quality secondary education. In addition to academics, the SEGA Girls’ School provides programs in life skills, entrepreneurship, environmental stewardship, leadership training, and career development.

SEGA also runs a Visitor House for visitors and supporters and has recently developed a cultural exchange program where students and staff organize interesting culturally stimulating activities for visitors at the school and nearby communities. The purpose of this program is to provide students with real skills that they can apply to their cultural tourism businesses after graduating from high school and earn money to support the school.

**Nurturing Minds and SEGA are seeking a Development and Communications Intern who will work for 3 months with the SEGA Girls’ School in Morogoro, Tanzania, and 3 months with Nurturing Minds remotely in the United States.**

The Development and Communications Intern will be a self-starter with strong organizational skills, pay great attention to detail, and be passionate about making a difference. The Intern will work with a creative, hard-working team of committed volunteers and staff.

A $300/month stipend is paid in USD when working with Nurturing Minds and Tanzanian Shillings when working with SEGA. Please note that international travel expenses are not covered by Nurturing Minds.

**3-month Internship: The SEGA Girls’ School (Tanzania)**

Intern with the SEGA Girls’ School and become an integral part of their Communications team. Collaborating closely with the Director, Headmistress, and Communications Coordinator, you'll play a pivotal role in facilitating seamless cultural exchange programs within the school and supporting their public relations initiatives.

Your responsibilities will include working alongside Nurturing Minds staff remotely to ensure the smooth execution of cultural exchanges between the US and SEGA. This entails managing two-way written communications, creating student scholarship profiles, managing a pen-pal mentorship program, writing weekly reports, assisting with virtual meet and greets with US high school clubs, in-kind donations, supporting a fall service-learning volunteer trip focused on teaching English Fluency, as well as coordinating visits from US visitors. We're looking for a proactive individual with a strong understanding of development issues and US culture to help plan and execute exchanges enriching for SEGA students and their peers from abroad. In addition, you'll work closely with the Post Graduate and Internship team to capture and share compelling success stories of SEGA graduates, contributing to our ongoing mission of empowerment through education.

If you're a self-starter with a passion for international exchange and storytelling, we want to hear from you. Join us in making a positive impact on the lives of young women in Tanzania!

**Responsibilities**

1. **Communications between SEGA and Nurturing Minds organization and benefactors:**

* Coordinate communication with US-based student scholarship supporters:
  + Student Letters -- Support students to write and distribute letters to their US-based friends.
  + Check student scholarship supporter email inbox -- download, record, and distribute letters.
* Assist Communications Coordinator to document special events taking place on-campus and off-campus, and to communicate with relevant stakeholders.
* Review and assist with the preparation of written reports from SEGA to Nurturing Minds.
* Communicate with US high school SEGA clubs.
* Communicate and assist with travel planning logistics for US and Tanzanian visitors to SEGA and its programs.

1. **Impact Story Collection:**

* Identify and reach out to recent graduates to collect their success stories, testimonials, and experiences.
* Conduct interviews, surveys, and video testimonials to document the personal and professional growth of SEGA alumni.
* Create engaging content, including written articles, videos, and social media posts, to share these stories with our community.

1. **Visitor Engagement & Cultural Exchange Programs**

* Plan with the Communications Coordinator and school administration all activities to take place during school supporter visits, using past visits' documentation as a guide.
* Develop and document agreed-upon schedules in writing, and facilitate a mutual agreement between visiting group coordinators and the Head of School, Academic Mistress, and other relevant staff at SEGA.
* With the Communications Coordinator, ensure that logistics are fully arranged before the visit.
* Communicate clearly via email to visiting groups and, within SEGA, to relevant staff to ensure all are fully aware of their responsibilities.
* Work with the Communications Coordinator to identify an appropriate group of students to be “hosts” of each visit. Inform students in advance of what is expected of them.
* Work with the Communications Coordinator to help prepare SEGA graduates who are chosen for a visit to the US by finalizing required documentation, securing visas and passports, and preparing graduates for cultural exchanges and presentations in the US before their departure.

1. **Support English Language Fluency**

* At the direction of the Academic department, and as time allows, support the extracurricular English Fluency lessons for Pre-Form 1 and Form 1 students to increase confidence in speaking English. Your assistance areas, instruction, and proficiency targets will be provided by the English Fluency Instructor.

**Position Details**

**Work Environment with SEGA:**

* Must be able to work and live on campus in Morogoro, Tanzania.
* Must be physically and mentally capable of performing multiple tasks and able to function in a culturally diverse, fast-paced environment.
* Must be adaptable to work and living conditions that may be quite different than those found in North America.
* Must be at least 21 years of age.
* It is a plus if you are passionate about our program mission!

**Provided by SEGA Girls’ School and Nurturing Minds:**

* USD 300/month stipend paid in Tanzanian shillings.
* Reimbursement of Business visa (USD 250) in Tanzanian shillings upon arrival at SEGA Girls’ School.
* Housing at the SEGA Girls’ School in our Volunteer Apartment includes: hot/cold water, filtered drinking water, Wi-Fi, cooking supplies, a fridge/freezer, and electricity.
* 3 meals a day at the school OR option to arrange transportation to Morogoro to purchase groceries.
* Transportation to and from Dar es Salaam including pick up and drop off at Julius Nyerere International Airport.
* Hotel in Dar es Salaam *(If required based on your flight schedule).*

**Responsibility of Intern Before Arrival:**

* Round trip flight to Dar es Salaam
* Obtain a Tanzanian Business Visa ($250)
* Obtain travel medical insurance that includes medical evacuation
* A passport valid for a minimum of six months beyond visa issuance and/or date of entry, and at least one blank visa page, is required
* Register with the U.S. Embassy in Tanzania STEP Program
* Obtain any needed medications/vaccinations before travel
* All visitors to the SEGA Girls’ School must be vaccinated against COVID-19
* Sign the Nurturing Minds Child Protection Policy and Release of Waiver and Liability

**Orientation:**

Before traveling and working with SEGA Girls’ School, there will be a series of Zoom orientation calls and emails to help prepare you for your destination and job responsibilities.

*Before traveling:*

* We will have an orientation to discuss all travel, living, health, and safety logistics and questions.
* We will discuss cultural humility, Tanzanian culture, and what it means to be a foreign intern in Tanzania.
* You will have an opportunity to meet with SEGA’s Communication Coordinator and Hospitality Coordinator, who will help you get settled in once you arrive, before arriving.
* We share with you via email visiting manuals, emergency contact lists, COVID-19 protocols, and more.

*Arriving at SEGA:*

* Once you arrive at SEGA the Communications and Hospitality Coordinators will greet you and help you settle into your new home. They will discuss safety, transportation, ways to explore Morogoro and Tanzania, culture, food, and health, and give you a tour of SEGA’s Campus. They will help introduce and welcome you to SEGA’s staff and students.
* They will also join you at the supermarket or open-air market in Morogoro Town to purchase food items, water, toiletries, and other household essentials you may require during your stay.
* They can also give you a tour of Morogoro Town so you know where essential locations are.

**Qualifications**

* Bachelor's degree or equivalent work experience
* Excellent communication and relationship-building skills
* Strong organizational and project management skills
* Proficiency in Microsoft Office and social media platforms
* Self-motivated and able to work both independently and as part of a team

*Note: The responsibilities and qualifications described in this job description are indicative and may be subject to change based on the needs of SEGA and the skills and qualifications of the successful candidate.*

**3-month Internship: Nurturing Minds (Remote)**

When working with Nurturing Minds, the Intern will work closely with the Executive Director, Program Officer, Operations Director, and Communications and Development Assistant to assist with fundraising initiatives and events, communications activities, and database management.

**Responsibilities**

* Assist in writing copy for Nurturing Minds communication pieces including but not limited to; helping with components of the monthly e-newsletters, blogs, annual print pieces, and website.
* Help with database and file management including but not limited to; data entry and data cleanup in fundraising software and file organization in Dropbox.
* Assist with any planning and implementation of in-person and virtual fundraising events.
* Assist in the planning and implementation of cultural exchange programs with SEGA as needed.
* Work on special research or program design projects as assigned.
* All other duties as assigned.

**Work Environment with Nurturing Minds**

* Must be able to work at home with a space designated for Nurturing Minds.
* Must be physically and mentally capable of performing multiple tasks and able to function in a fast-paced environment.

**Qualifications**

* Strong word processing skills, strong grammar, and spelling, and attention to detail.
* Good communicator, written and verbal.
* A proven record of working successfully with various technology tools.
* Fluency in Microsoft Office Suite; solid experience with web and email contact technology and programs; interest in and experience with social media.
* Ability to manage multiple projects at the same time while maintaining focus, close attention to detail, and skill in prioritizing and meeting deadlines.
* Strong communication, planning, and organizational skills.
* Superb interpersonal and relationship-building skills; ability to work collaboratively with a diverse group of board members, donors, and volunteers; must be comfortable interacting with different personalities spanning across the United States and Africa.
* A high level of integrity, respect for the confidential nature of the work, and extraordinary work ethic.
* Strong English skills.
* Passionate about working with vulnerable adolescent girls and education in Tanzania.

**Application Deadline:**

To apply for this position, please submit your resume, a cover letter, and three professional references to Nurturing Minds, Operations Director, Matt Plourde at [matt@nurturingmindsinafrica.org](mailto:matt@nurturingmindsinafrica.org) with the subject line "*Communications and Development Intern*” *- [Your Name]".*

Nurturing Minds and SEGA are committed to creating a diverse and inclusive work environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, caste, age, or veteran status.