



AAH Outreach Coordinator

Applications considered on a rolling basis

Start date: As soon as able - 1 year commitment minimum

Location: Bumwalukani, Bududa District, Uganda

Arlington Academy of Hope (AAH) is a non-profit that provides quality education and healthcare programs in rural eastern Uganda. The Outreach Coordinator is a member of the AAH Uganda team, reports to the Program Director, and is responsible for running the Outreach Program, which involves improving educational quality at 26 underfunded government schools. **Applicants should email a resume, cover letter, references and date available to info@aahuganda.org. Applications will be considered on a rolling basis.**

Job Duties

- Organize and manage school lunch programs, teacher training workshops, practice exam distribution, secondary scholarship program, debate tournament, and student volunteer program
- Improve literacy and reading culture at outreach schools by creating libraries, organizing trainings, and coordinating library visit program
- Coordinate all projects involved in the Matuwa sister school partnership, including repairs, donations, feeding program, and sponsorship program
- Monitor schools' progress through attendance records, surveys, test scores, and other tools
- Attend parent meetings at outreach schools to sensitize parents about the importance of providing school lunch and sending children to school regularly
- Maintain close communication and relationships with head teachers at outreach schools
- Supervise and train Assistant Outreach Coordinator
- Serve as the AAH liaison to local district government education offices and ensure fulfillment of MOUs
- Plan and implement budget for Outreach Program
- Assist in organizing volunteer projects at outreach schools
- Write monthly reports with updates regarding the Outreach Program
- Write articles and posts for Facebook, AAH blog, and newsletters
- Pursue additional grants, partnerships, and funding opportunities for Outreach Program in conjunction with AAH staff

Qualifications

Required

- Degree in international studies, development studies, education, or relevant field
- Non-profit work or volunteer experience, preferably international
- Strong interest in the field of international development
- Demonstrated flexibility, adaptability, and cross-cultural sensitivity
- Extremely organized and able to handle many tasks at once
- Strong communication and report writing skills
- Willingness to live in a rural setting
- Able to provide and use own laptop

Preferred but not required

- Experience in rural Africa
- Experience in monitoring and evaluation, research, or data analysis

Benefits

- Housing and meals provided
- Roundtrip flight to Uganda
- Visa expenses
- Work related transport, phone airtime, and internet costs
- Living stipend of \$200 per month