



AAH International Coordinator

Application deadline: February 1, 2018

Start Date: May 1, 2018 – 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 International Coordinator is a member of the AAH Uganda team, reports to the Program Director, and is responsible for coordinating all of AAH's international volunteers, social media platforms, and providing local support of sponsorship program in close coordination with US staff and major partner, She's the First. **Applicants should email a resume, cover letter and references to info@aahuganda.org by February 1, 2018 for full consideration.**

Job Duties

Volunteer Coordination – 40%

- Manage applications and interview process for potential volunteers
- Plan and arrange travel and activities for all volunteers and AAH trips and provide in country support
- Manage Bumwalukani and Bupoto guest houses and expenses working closely with guest house managers

Social Media – 25%

- Create and execute content including posts and videos for AAH social media platforms (Facebook, Instagram, Twitter), AAH Blog, and newsletter to tell AAH story and advance mission
- Attend all school and clinic events to take photos of students and activities
- Schedule, maintain and execute content calendar and recommend social media initiatives
- Manage deliverables and timelines for social media components of AAH initiatives

Sponsorship Support – 20%

- Local support for sponsorship program - organizing sponsor letter distribution/collection for 600 students 3x/year
- Fulfilling program requirements and deliverables for major partner She's the First 4x/year

Administration – 15%

- Communicating with AAH partners, volunteers and other interested parties
- Plan and implement budget for International Program
- Write monthly and quarterly reports with updates regarding the International Program
- Assist with school holiday program
- Manage and plan annual grade 1 intake process

Qualifications

Required

- Degree in communications, international studies, development studies, education or relevant field
- Non-profit work or volunteer experience, preferably international
- Strong interest in the field of international development
- Creativity, strong writing skills, experience with and knowledge about social media platforms (Facebook, Twitter, Instagram, LinkedIn, YouTube)
- Experience with different digital project types, including web, mobile and video
- Demonstrated flexibility, adaptability, and cross-cultural sensitivity
- Extremely organized and able to handle many tasks at once
- Willingness to live in rural setting
- Able to provide and use own laptop, cell phone, DSLR camera and external hard drive

Preferred

- Experience in rural Africa
- Graphic design experience

Benefits

- Housing and meals provided
- 2 one-way flights to and from Uganda (up to \$1,000 USD each)
- Visa expenses
- Work related transport, phone airtime and internet costs
- Stipend of \$200 per month