



“Empower one who can empower others.”

A project inspired by Canada World Youth and KENVO

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

## Volunteer Position: African Student Advocate Director

*Education Is Power's mission is to improve access to effective education for Africa's future leaders, while also connecting youth cross-culturally to inspire responsible global citizenship.*

Position description prepared by Dave Cuddy, Founding Director of Education Is Power

Date prepared: November 2, 2017

**Position Summary:** The Student Advocate Director of Education is Power (EIP) plays an integral role in enabling us to serve over 80 students at secondary and post-secondary schools in Kenya and Tanzania. We need a motivated volunteer who can lead a team to ensure our student's educational and living needs are met to the highest standard possible.

### Description of Duties:

- Ensure all EIP students are submitting quarterly reports and letters.
- Coordinate Canadian based team to collectively read all supported student's letters and reports.
- Coordinate Canadian based team to identify issues students are facing.
- Work together with greater EIP Africa team to solve issues students are facing
- Oversee the creation of profiles/dossiers of each supported student.
- Collaborate with greater EIP Africa team to determine which student stories to use on social media, and collect necessary photos and other info.
- Conduct monthly Skype check-ins with at least one East African student (possibility to increase).
- Opportunity to participate in Skype meetings between Canadian and East African members of EIP.
- Opportunity to lead EIP presentations for schools or community groups in the volunteer's home community, leading to fundraising and networking.
- Desire to visit East Africa and do work in the field.

### Skill requirements and attributes:

- Detail oriented and organized.
- Experience with Microsoft Excel, databases, spreadsheets, Skype, and email correspondence.
- Ability to organize data on Microsoft One Drive and Google G Suite (or willingness to learn).
- Ability to use a smartphone or tablet and communicate through WhatsApp, Slack and other applications (or willingness to learn).
- Effective communication skills, especially in an intercultural setting.
- Flexibility.

- Problem solving.
- Innovation and leadership to improve operations.
- Public speaking (or willing to try).
- Ability to work independently.
- Dependable, enthusiastic and committed.
- Ability to delegate tasks.

**Organizational Relationships / Supervision:** The Student Advocate Director reports to the Executive Director, board of trustees, and founding members.

**Training and Orientation:** You will also be given written instructions, support materials and further information to gain a better understanding of Education Is Power. There will be an initial in-person orientation and ongoing support as required.

**Time commitment:** The Student Advocate Coordinator must commit to filling the position for a minimum of one year. The time commitment varies from 3 to 5 hours per week.

**Working conditions:** We require the volunteer to use their own computer and work from home. Necessary minor expenses will be reimbursed upon submission of receipts and/or detailed log.

**Benefits:**

- Make measurable impacts on the lives of disadvantaged youth in East Africa, enabling them to help others in their community.
- Build international non-profit experience attractive to future employment in the sector.
- Gain Leadership and public speaking experience.
- Gain meaningful relationships with remarkable Kenyans and Tanzanians who help their communities in East Africa.
- Possibility to complete a subsidized internship in East Africa.
- Recognition through letters of reference.
- Recognition through reporting your work achieved on the EIP website and possibly other news media.
- Honorarium is negotiable for exemplary work.

**Additional Information:**

We are a small organization that strives to grow to make a greater impact. Since EIP Africa's inception in 2008, we have enabled over 100 East Africans to study at public secondary and post-secondary schools in Kenya and Tanzania. To a smaller level, EIP also supports Kenyan teachers at partner schools. We have been running leadership and empowerment programs since 2012. Our post-secondary student's help mentor younger students and organize EIP initiatives. We are also involved in outreach at Canadian schools to foster community volunteerism and responsible global citizenship. This outreach also involves Skype video conferencing between Canadian and Kenyan youth which helps lead to fundraising for EIP.

Please submit your resume and cover letter to [info@educationispower.org](mailto:info@educationispower.org) to apply.