

# Program Assistant

## Semester in Development: Uganda

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**Location:** Kampala, Uganda

**Duration:**

- January 20, 2018 to April 20, 2018
- Prospective opportunity/Intent (based on performance) to transition to Program Coordinator (full-time) position after the completion of initial contract

**Application Deadline:** January 15<sup>th</sup>, 2018

**Background:**

Insight Global Education is a Vancouver-based social enterprise that designs and facilitates unique educational programming for North American secondary and post-secondary students. We currently run programs in Uganda, Ecuador, Costa Rica and Fiji. For our post-secondary programs, one of our core aims is to help students better understand what it means to live, work and study in a developing country. We are not proponents of voluntourism; rather we believe in the transformative experiences of learning by observing and engaging.

Presently, Insight is expanding its international programming. For that purpose, we are looking to hire and train a new team member, a Program Assistant, who possesses the right skills, experiences, and characteristics to transition into our leadership teams. We seek a highly motivated individual who is passionate about international development, education and travel. The job is fast-paced and dynamic, and involves working closely with students in a facilitation and leadership capacity.

The Program Assistant will contribute to the growth of the Semester in Development program, specifically in Kampala, and will work directly with the in-country staff, learning how to effectively plan and deliver our programming. It is our intention to find the right candidate, who can excel in this position, transitioning to become a salaried Program Coordinator in later 2018.

## Key Responsibilities

- Assist the in-country staff with preparations/facilitation of the Spring 2018 Semester in Development – Uganda program
- Assist with program operations in Kampala
  - Planning and logistics
  - Management of program participants
  - Plan and execute program activities
  - Act as a facilitator/group leader
- Work with team to develop strategies for program enhancement before, during and after the program
  - Assist in the improvement of strategic program partnerships
- Communication and marketing
  - Emails
  - Data entry
  - Social media
  - Content creation
  - Blog posts, and more
- Undergo training facilitated by the VP Operations and in-country staff, in preparation to transition into a Program Coordinator position

## Requirements

- Canadian citizen, or eligible to work in Canada
- Willing to relocate to Uganda (initially 3 months, potential for up to 12 months)
- An undergraduate degree in a related field (international development, political science, gender, economics, education etc.)
- Experience living/working in a developing country (demonstrated work experience in international development or education with an emphasis on the global south/development will be a strong asset)
- Excellent written and verbal communication skills
- Demonstrable understanding of core themes in international development, human rights, and sustainability
- Demonstrated experience working with students/youth in a leadership/facilitator role (confidence facilitating in front of large groups a must)

- Excellent computer skills, particularly in Microsoft Office, social media platforms
- Organized, “on-the-ball” type individual with a “go-getter” attitude who demonstrates strong leadership and interpersonal skills

### **Additional Assets:**

- Additional language proficiency (French, Spanish, etc.) an asset
- Photography/videography
- Web development
- Photoshop / Canva
- Leadership/facilitation
- Experience using Hubspot, Photoshop, Wordpress and other platforms an asset

The right candidate will be fearless and eager to learn about the world, whilst helping others to see and learn about the world too. We are looking for someone who can contribute their passion for travel, international development and education to our programming. This person will be committed to delivering the best experiences for our program participants, whilst understanding the values of hard work and success.

### **Remuneration**

- This position is **unpaid (an internship)** during the probationary period of three months
- The right candidate can expect to receive:
  - A stipend of \$250 USD per month to cover work-related expenses
  - International flights (to/from Uganda)
  - Reimbursement for in-country visa
  - Accommodation in Kampala
- When the probationary period concludes, this position has the potential for upward mobility within the company, based on performance

We are looking for someone we can bring into the growing Insight team, someone who loves to explore the world, and can fearlessly help build and create new opportunities and programming for students!



**Submission Details:** Please submit a cover letter and resume to [ghazal@insightglobaleducation.com](mailto:ghazal@insightglobaleducation.com) with 'Program Assistant Position', followed by your name, in the subject line. Submit your documents in .pdf file format **by January 15th, 2018**. We will consider applications on a rolling basis.

Applications submitted in any other format other than .pdf, will not be reviewed. Emails submitted without the above noted subject line, will not be reviewed/replied to.

Please note this will be a competitive position, and this will be the first of several steps, in the application process. If you are not willing to complete all aspects of the interview/candidacy review, we encourage you to look elsewhere for employment.

*This position is initially based in Kampala, Uganda and you will be expected to travel (paid for by Insight). However, you must be eligible to work in Canada in order to be considered for this role.*