Community Leaders Internship Program
Role Description

<table>
<thead>
<tr>
<th>MCW Global Affiliate:</th>
<th>Miracle Corners Tanzania (MC-Tanzania)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Main Supervisor:</td>
<td>MC-Tanzania Country Manager</td>
</tr>
<tr>
<td>Preferred Starting Month:</td>
<td>March 2020</td>
</tr>
</tbody>
</table>

**Main Purpose and Scope of the Job**

MC-Tanzania aims to bring an intern on-board to support the team with building an outreach and communication structure around the organization’s development efforts.

The intern will have the opportunity to play a pivotal role in building out a communications structure for strategically cultivating potential funders, in addition to participating as a key team member in the submission of multiple proposals to high-level institutions.

This internship is ideal for an alumnus who would like to pursue a careers in communications or who would like to gain experience in crafting a compelling narrative of social impact.

**Role Description**

**Main Roles and Responsibilities:**

Under the supervision of the Country Manager, the intern will be responsible to:

- Support the team with multiple applications for funding between the months of March and April;
- Ensure proposals are properly edited before submission;
- Research potential funding opportunities to which MC-Tanzania may be eligible to apply;
- Create and maintain a development database for MC-Tanzania;
- Coordinate meetings with relevant stakeholders including program staff and potential funders to identify additional potential funding areas;
- Assist in the monitoring and collection of data to support reporting on existing programs;
- Work with the team to prepare communications materials for donor meetings, including organization case statements and program by program information sheets;
- Identify gaps in external communications which the organization should prioritize;
- Participate in MCT’s Oral Health programs to develop a deeper understanding of their impact;
- Prepare activity reports;
- Support the team in preparation of 2019 annual report;
- Provide any additional support as identified by the Country Manager which advances the organization’s vision and mission.

**Qualifications and Education Requirements:**

- Must have successfully completed the Young Leaders Access Program (YLA);
- Must be available for the complete internship period (4 months);
- Must have prior relevant experience of working on community initiatives and development projects;
● Must be well-aware of MCW Global’s vision, mission, and overall programs;
● A University degree (or in progress) in social sciences, development studies, project management, international relations, Communication, or any relevant related field;
● Experience and understanding of strategic fundraising for international development. In addition, knowledge on public health would be an added advantage;
● Very strong writing and oral communication skills;
● Must have a good command of the English language;
● Must be between the ages of 24 – 28 years of age.

Preferred Skill-set and Attitudinal Mindset for the Job:

● Should be willing to come out of his/her comfort zone, open to taking up challenges and should have a knack to learn and grow
● Must be clear in identifying his/her Personal Development Plan (PDP) and what does the applicant want to achieve from the internship
● Must be a team player and also have the ability to work independently under minimal supervision
● Must be innovative in business development as well as project management in general
● Must demonstrate peculiar skills that MC-Tanzania team can pick and learn from
● Must be a quick learner; understand, respect and adapt to a new culture
● Willingness and ability to travel to various locations as per the need of the work

Preferable Measurable Outcomes for both the Organization and the Intern:

● A detailed development database is actively in use;
● Communications Decks in place for the organization and each project;
● Four well-written proposal applications submitted
● Quality activity reports submitted
● A Personal Development Plan indicating key areas of intern is interested in, is submitted.

About Dar es Salam

Located along the coast of the Indian Ocean, Dar es Salaam is the largest city in Tanzania and home to a wide range of people and cultures. Until 1974, Dar es Salaam served as Tanzania’s capital city, at which point the capital city commenced transferring to Dodoma, which was officially completed in 1996. However, till date, considered to be the most important hub, home to many different companies and industries who contribute massively to the national economy. It is also Tanzania’s most prominent city in arts, fashion, media, music, film and television, and is a leading financial centre.

Submitted By: MC-Tanzania Country Manager
Date: 23rd October 2019

Approved By: Director, Africa Programs
Date: 12 November 2019