



PO Box 11875
Moshono, Arusha
Tanzania, East Africa

+255 603 568 954
info@schoolofstjude.co.tz
schoolofstjude.org

EMPLOYMENT OPPORTUNITY

REF: TSOSJ/HR/CM/4/17

Position: Communications Officer

Duty Station: Arusha

The School of St Jude is a 100% charity-funded education institution that provides free, high-quality education to 1,800 of the poorest and brightest students in the Arusha region of Tanzania.

We are seeking a creative and energetic individual to fill the position above based in Arusha, Tanzania at The School of St Jude.

Job Purpose

To contribute to supporter retention and renewal by delivering high quality sponsor and donor stewardship, proactive relationship management and targeted written communications.

Key Responsibilities

Communications:

- Draft, review and update supporter communications to ensure content accuracy and quality.
- Develop new and innovative ways to engage supporters through communications tools.

Planning and Implementation:

- Update and implement supporter communications timelines and monitor workflow for team members to ensure adherence to deadlines.
- Manage Outlook inbox to ensure supporter queries are responded to and actioned in a timely, accurate and courteous manner in line with the house style.
- Ensure all inbox communications are recorded correctly in supporter database and filed into appropriate outlook folders.
- Coordinate the production of communications collateral with graphic design.
- Coordinate the distribution of communication collateral in collaboration with team members.
- Maintain accurate records, create templates and produce reports in supporter database.
- Identify solutions to supporter issues in consultation with Head of Department.



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Monitoring:

- Track, monitor and record progress of supporter communications against KPIs for monthly management reports.

Other Duties:

- Participate and support fellow staff in school mission related activities such as all School Celebration Days throughout the year.
- Participate in student selection process, in particular working after hours on rest days and public holidays up to 20 Saturdays per annum.
- Perform any other duties as assigned by Head of Department and Manager.

Qualifications, Skills & Attributes

- Ability to monitor day-to-day outputs and quality of work.
- Strong creative writing skills and the ability to write in a professional yet personable house style.
- Ability to develop engaging supporter communications.
- Diploma or Degree in Communications or Marketing viewed favourably.
- Detail orientated.
- Great team player.
- Energetic, consistent and dedicated personality.
- Design editing skills (InDesign and Publisher) viewed favourably.

Attributes you need to be a successful St Jude's international staff member:

- Be flexible, open-minded, and tolerant and appreciate the complexities of working in a rapidly growing charity in a developing country.
- Have a passion for our mission and a strong desire to make a positive difference performing a variety of tasks; from the mundane to the fun and interesting!
- Work well independently and as part of a team of Tanzanian staff and international volunteers.
- Have good emotional and physical health and the energy and drive to take on new challenges.

What we can offer you!

- A Local Wage that will allow you to live comfortably in Arusha – a vibrant gateway to Tanzania's world-famous national parks.
- International Employees Benefits Package including: house benefit allowance and access to furnished on-campus accommodation (WiFi included); plus contract completion bonuses.
- Mid-Morning Tea & Lunch (during working days)
- Opportunities for Career Development.
- Welcoming community of international and local employees.
- Two weeks paid Christmas holiday in addition to the annual 28 days leave.



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How to Apply:

- Complete the following:
- A cover letter (subject line must include the reference number:
TSOSJ/HR/CM/4/17)
- Up to date Curriculum Vitae
- A completed Application form DOC
- Email the document to info@schoolofstjude.co.tz
- **APPLICATION SUBJECT LINE MUST INCLUDE THE REFERENCE NUMBER.**

Use your skills to help one of Africa's most successful international education charities!