



# O'BRIEN SCHOOL FOR THE MAASAI

## O'BRIEN SCHOOL FOR THE MAASAI DIRECTOR OF SPECIAL PROJECTS JOB DESCRIPTION

*The O'Brien School for the Maasai seeks a Director of Special Projects with strong interpersonal skills. Familiarity with Tanzanian culture and Swahili language is helpful. Someone who has experience working with kids and working in the nonprofit sector would be highly qualified for this position.*

Founded by Kellie O'Brien and her family in 2006, the O'Brien School for the Maasai is a primary school with a current enrollment of 350 students from kindergarten to grade seven. The school also employs 35 Tanzanians. Located in the Maasai village of Sanya Station, in the Kilimanjaro Region of Tanzania, the school is near the Kilimanjaro International Airport and between Moshi and Arusha.

### **Summary of the Position:**

The Director of Special Projects will serve as the leader of any educational projects held during or after school, the organizer of community activities, and the office worker responsible for networking with other organizations. He or she will assist in the office with tasks delegated to him/her by the Director. He or she is responsible for the effective and efficient implementation of all extra-curricular projects at the school and oversees all who are working on those projects.

### **Responsibilities will include, but are not limited to:**

- Will plan and implement projects at the school as advised by the American Board of Directors, school Director, and teachers.
  - This may include student competitions, educational activities, and any other project that could benefit students and/or the school community.
- Will network with other organizations about possible partnerships and maintain relationships with past partners for projects.
- Will apply for grants for future projects.
- Will work with students. This may include character building activities, debates, and any other necessary projects or activities. This will also include administering first aid and generally getting to know students and the problems they face.

- Will be responsible for helping to supervise students' behavior and act as an authoritative figure; this will include teaching students about respect and making good decisions.
- Will assist in the office as needed. This may include helping maintain office organization and communication with school staff, students, Tanzanian School Committee, and American Board of Directors.
- Will help the school and community as issues arise.
- Will follow any directions given by the American Board of Directors.
- Will make all staff, students, parents, community members, callers, visitors, and guests feel welcome at the school and assist them with various tasks as necessary.
- Will maintain records of all projects. This should include the planning stages, contact information when networking with other NGOs, and any other documents necessary for carrying out projects.
- Will supervise the effective and efficient implementation of all special projects assigned to him/her.
- May be responsible for keeping the school's website up to date with blogs about special projects (including the jewelry project) and information about upcoming events and photos of students, staff, special projects, and events.
- May help with social media – i.e. updates to Facebook page, posting pictures to Facebook page, and coming up with newsletter stories and pictures.
- Will help market the guest boma hotel to tourists throughout Tanzania as well as through websites appealing to international travelers.
- Will look for new marketing opportunities for the guest boma hotel and jewelry project including Tanzanian and international markets.
- Will communicate with the American Board of Directors and provide them with a weekly update of special projects. Will send emails any time there are major issues.
- Will maintain/update general daily & monthly task lists for ease in training successor.

### **Qualifications:**

- Commitment to service.
- Ability to engage children, faculty, and volunteers.
- Ability to live in a remote area.
- Commitment to working in the field of education and/or non-profit organizations.
- Strong team-building skills.
- Strong interpersonal skills.
- Flexibility and adaptability.
- Experience in the education field is helpful.
- Experience working or volunteering abroad is helpful.
- Basic knowledge of Swahili is advised.

### **Benefits:**

- Monthly stipend – to be negotiated with American Board of Directors.
- Room and Board at the O'Brien School for the Maasai
  - Includes breakfast and lunch Monday through Friday
- Wi-Fi available at the school.
- Allowed to travel during part of the school vacations – April, June, September, and December.

- Must gain approval from American Board of Directors for the length of your travel & the location of your travel destination.

**Hours and Commitment:**

- Position would officially begin July 1, 2018, but training for the position would commence in June 2018 (specific date could be negotiated).
- 7:30 AM – 4:00 PM Monday through Friday while school is in session.
- Must be available, with prior notice, for special school events.
- Must live at the school every week (from Sunday night until Friday at 4:00 PM) but is free to leave the school after work on Friday for the weekend.
- Commitment of one year is preferred.
- Probation Period: This position is has a mandatory probation period of six months. Both the Director of Special Projects and the American Board of Directors understand that this is an evaluation period. Either party can voluntarily withdraw their consideration. After this probation period, the American Board of Directors will determine if a full-time employment memorandum will be granted.

Please submit cover letter and résumé to Kellie O’Brien (President of American Board of Directors) and Andrea Ronquist (Volunteer Program Manager) with a subject of: “Application for Director of Special Projects at OBSM.”

[kellieobrien5@gmail.com](mailto:kellieobrien5@gmail.com)

[obrienschoolmaasai@gmail.com](mailto:obrienschoolmaasai@gmail.com)

**For more information, please visit:**

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

[www.facebook.com/obrienschool](https://www.facebook.com/obrienschool)

**With questions, feel free to contact:**

Andrea Ronquist – Volunteer Program Manager – [andrea.ronquist@gmail.com](mailto:andrea.ronquist@gmail.com)

Kellie O’Brien – School President & Co-Founder – [kellieobrien5@gmail.com](mailto:kellieobrien5@gmail.com)