

Education and Social Empowerment Program
P.O. Box 43844-00100, Nairobi, Kenya
www.easep.org

2017 Summer Internship Posting
Program Coordinator
Nandi Hills, Kenya
(June 30-August 20)

JOB DESCRIPTION

Program Summary: The Education and Social Empowerment Program (EaSEP), a volunteer-run Kenyan NGO, was founded in 2009 to help top Kenyan high school graduates from low-income settings apply to U.S. universities, which can provide adequate financial aid. In its first eight years 54 EaSEP students have earned full-need scholarships at Cornell (six students), St. Lawrence (four), Princeton (four), Michigan State (four), Wesleyan (three), Mount Holyoke (two), Yale (two), Harvard (two), Brown (two), Penn (six), Cal-Berkeley (two), Dartmouth, Columbia, Stanford, Pomona, Smith, Wellesley, Northwestern, Maryland Eastern Shore, Tufts, Duke, Amherst, Siena, and MIT.

Position Summary: Program coordinator for 10 high-achieving, highly motivated Kenyan students from low-to-middle income communities who are applying to elite U.S. and Canadian universities and colleges. Coordinator will work closely with the students, living on-site with them for seven weeks and have significant responsibility for the success of the program. The coordinator also will help students develop an understanding of Kenya's social, political and economic issues. Outside of test preparation and school selection, program activities include field trips, community needs assessment, a parents' meeting, team-building exercises and day-to-day interaction with the local community.

The coordinator can expect to develop strong relationships with outstanding students, gain insight into key local, national and regional issues, exercise creativity in developing programming and meeting program objectives, and build leadership skills.

When: June 30, to Aug. 20, 2017 (schedule somewhat negotiable for coordinator's own university obligations).

Where: Two days in Nairobi with EaSEP Chair Lillian Boit to prepare for EaSEP camp, near Nandi Hills in Western Kenya. Seven weeks in Nandi Hills.

Compensation: EaSEP can pay for program coordinator's airfare from U.S. if necessary, but asks that the tutor apply to her or his school for available funding for summer internships. Tutor's ground transportation, room and board will be covered by EaSEP.

ESSENTIAL JOB RESPONSIBILITIES

Program Management: Program coordinator, with guidance from EaSEP board members Janet Heinonen, Erik Heinonen and Chair Lillian Boit, will follow guidelines established in EaSEP manuals to help students prepare for the TOEFL, SAT I and Subject Tests. Several EaSEP alumni will assist the coordinator, help with cultural and logistical issues and also live on-site.

Program Implementation:

- Program coordinator is responsible for maintaining the health and safety of the EaSEP students, with support from the EaSEP board, the cook/caretaker and local friends of EaSEP.
- The coordinator will oversee setting up TOEFL, College Board and Common Application accounts for all students. The coordinator will also implement critical thinking exercises such as community needs assessments, round table discussions of pertinent topics, field trips to organizations and businesses, which represent positive forces for addressing Kenyan needs.
- The coordinator will oversee SAT and TOEFL study, including practice exams, grading essays and revisions.
- The coordinator will keep records of student information including results of practice SAT exams and oversee registration for TOEFL and SAT exams. The coordinator will advise students about their school choices, their Common Application essays and what to expect at an American university.
- The coordinator will work with live-in cook/caretaker to maintain records of expenses.
- The coordinator will oversee inventory of EaSEP library and other EaSEP items.
- Morning runs for students and other outdoor activities are part of the curriculum. The coordinator should join students to walk/jog/run. A local runner can help with workouts and run with fastest students. The coordinator will oversee team-building activities on a regular basis. Classes are in session Monday-Saturday with Sunday being unscheduled.

Accountability: The coordinator reports directly to EaSEP Chair Lillian Boit in Nairobi but will be in close touch by email with EaSEP Director of Operations Gloria Kurere.

KNOWLEDGE AND EXPERIENCE:

- EaSEP seeks high-achieving college students from top U.S. universities and colleges who are familiar with the Common Application, the SAT exams and the college application process. Preference given to applicants who attended U.S. high schools and speak the American vernacular.

- Experience working internationally or with other cultures is preferred. Some teaching experience is preferred but not necessary. Strong writing and critical-thinking skills need to be evident. Applicant needs to be flexible, enthusiastic, conscientious and a self-starter.

LIVING CONDITIONS/ ENVIRONMENTAL CONDITIONS:

Coordinator will have private room and bathroom in house with students. Students and staff wash own clothing by hand and help on an assigned basis with kitchen clean-up. EaSEP camp is located in hilly tea-estate country overlooking a distant Lake Victoria. Climate is moderate with frequent rains in the afternoon. Spot power blackouts occur, and generally there is reliable internet access. Cell phone reception is good and phone credit can be easily purchased. EaSEP will provide coordinator with a cell phone.

The camp is about 8 miles from Nandi Hills town, which offers cyber shops, grocery stores, open-air markets, restaurants, medical facilities and pharmacies. Eldoret, about 45 miles away, is a large center of commerce and has a major university with a teaching hospital. The coordinator will be given local contact information in the event of medical issues.

For more information, visit easep.org. or write easepkenya@gmail.com.

To apply: Please send a cover letter and CV/resume by email to easepkenya@gmail.com

Applications must be received by Jan. 20. Finalists will be notified during the week of Jan. 23.