

**Education and Social Empowerment Program**  
**P.O. Box 43844-00100, Nairobi, Kenya**  
[www.easep.org](http://www.easep.org)

**2018 Summer Internship Posting**  
**Program Coordinator**  
**Nandi Hills, Kenya**  
**(June 18-August 10, 2018)**

## **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 EaSEP's first eight years, 63 of its students have earned full-need scholarships at universities including Cornell, Yale, Columbia, Wesleyan, Princeton, Smith, Harvard, Dartmouth, MIT, Duke, Northwestern, Penn, Pomona, Brown, Stanford, Cal Berkeley, Wellesley, Michigan State, Tufts, Amherst, Maryland-Eastern Shore, Siena, St. Lawrence, Bryn Mawr and Mt. Holyoke.

**Position Summary:** The Summer Program Coordinator plays a leading role in organizing the summer portion of a test preparation and leadership training camp 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. The Summer Program Coordinator works closely with the students, living on-site for eight weeks, and has significant responsibility for preparing students for the Test of English as a Foreign Language (TOEFL) and SAT I exams and guiding students in selecting schools to which to apply and developing application materials. The Summer Program Coordinator also leads students in applying critical thinking skills to social, political and economic issues. Program activities also include field trips, community needs assessments, a parents' meeting, team-building exercises and day-to-day interaction with the local community in the Nandi Hills area of Western Kenya.

The Summer Program 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 18, to Aug. 10, 2018 (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, Rift Valley Province, Kenya.

**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:** The Summer 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, serving as camp assistants and living on site, will support the coordinator with camp logistics, and assist with student tutoring.

### **Program Implementation:**

- The Summer 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 Summer Program Coordinator will oversee setting up TOEFL, College Board and Common Application accounts for all students.
- The Summer Program Coordinator will 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 Summer Program Coordinator will oversee SAT and TOEFL study, including practice exams, grading essays and revisions.
- The Summer Program Coordinator will keep records of student information including results of practice SAT exams and oversee registration for TOEFL and SAT exams.
- The Summer Program Coordinator will advise students on their school choices, their Common Application essays and what to expect at an American university.
- The Summer Program Coordinator will work with live-in cook/caretaker to maintain records of camp expenses.
- The Summer Program Coordinator will oversee inventory of the EaSEP library of test preparation materials and other EaSEP items.
- Morning runs for students and other outdoor activities are part of the curriculum. The Summer Program Coordinator should join students to walk/jog/run. A local runner can help with workouts and run with fastest students.
- The Summer Program Coordinator will oversee team-building activities on a regular basis. Classes are in session Monday-Saturday with Sunday being unscheduled.

**Supervisor and Support:** The Summer Program Coordinator reports directly to EaSEP Chair Lillian Boit in Nairobi but will be in close touch by email and phone with EaSEP Director of Operations Gloria Kurere, and EaSEP Deputy Director Janet Heinonen, by email.

**KNOWLEDGE AND EXPERIENCE REQUIRED:**

- 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:**

The Summer Program Coordinator will have a private room and bathroom in a house shared with students. Students and staff wash their 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 and money to purchase phone credit.

The camp is located approximately 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 Summer Program Coordinator will be briefed on the camp safety and security plan prior to beginning duties, and provided with a list of local emergency contacts.

*For more information, visit [www.easep.org](http://www.easep.org). or write [easepkenya@gmail.com](mailto:easepkenya@gmail.com).*

**To apply:** Please send a cover letter and CV/resume by email to [easepkenya@gmail.com](mailto:easepkenya@gmail.com)

***Applications must be received by Jan. 31. Finalists will be notified the week of Feb. 5.***