Nurturing Minds, Inc.
PO Box 600617
Newtonville, MA 02460
www.nurturingmindsinafrica.org

SEGA Communications and Development Internship Opportunity

Job Title: Development and Communications Intern
Organization: SEGA (Secondary Education for Girls Advancement)
Location: Morogoro, Tanzania
Employment Type: Full-Time, 35 hours/week
Dates: Summer 2027 (dates flexible for 90 days)
Pay: $300 USD paid at the end of the month in Tanzanian Shillings
Application Deadline: March 31, 2027

The Mission of Nurturing Minds is to support quality education, life skills, and entrepreneurship to help vulnerable girls in Tanzania become leaders in their communities. Currently, Nurturing Minds achieves this through the development and support of SEGA. SEGA educates and equips bright Tanzanian girls with academic, leadership, and business skills to unleash their talents and reach their full potential. With a particular emphasis on girls from economically challenged backgrounds, SEGA provides full scholarships for at least 50% of its student body. SEGA currently runs 4 programs to achieve its mission: The SEGA Girls' School, Modern Girl Community Outreach Program, Continuing Education Scholarship Program, and a Graduate Business Development Program.

The SEGA Girls' School is a dynamic boarding school in Tanzania serving over 270 girls per year who otherwise would not have access to quality secondary education. In addition to academics, the SEGA Girls' School provides programs in life skills, entrepreneurship, environmental stewardship, leadership training, and career development.

SEGA also runs a Visitor House for visitors and supporters, and has developed a cultural exchange program where students and staff organize interesting, culturally stimulating activities for visitors at the school and nearby communities. The purpose of this program is to provide students with real skills that they can apply to their cultural tourism businesses after graduating from high school, and to support the financial sustainability of the school.

SEGA is seeking a Development and Communications Intern who will work for 3+ months with the SEGA Girls' School in Morogoro, Tanzania.

The Development and Communications Intern will be a self-starter with strong organizational skills, pay great attention to detail, and be passionate about making a difference. The Intern will work with a creative, hard-working team of committed staff.

A stipend of $300 per month, paid in Tanzanian Shillings, will be provided and is payable at the end of each month. Please note that international flight expenses to Tanzania are not covered by either Nurturing Minds or SEGA.

Nurturing Minds, Inc. is a U.S. 501(c)(3) non-profit organization that supports quality education, life skills, and entrepreneurship to help vulnerable girls in Tanzania become leaders in their communities. EIN # 20-8870624. All donations to Nurturing Minds from the USA are tax-deductible and will receive an official tax acknowledgement.

Nurturing Minds, Inc.
PO Box 600617
Newtonville, MA 02460
www.nurturingmindsinafrica.org

The Communications and Development Intern with the SEGA Girls' School will become an integral part of their Communications team. Collaborating closely with the Director, Headmistress, and Communications Coordinator, you will play a pivotal role in facilitating seamless cultural exchange programs within the school and supporting their public relations initiatives.

Your responsibilities will include working alongside Nurturing Minds staff remotely to ensure the smooth execution of cultural exchanges between the US and SEGA. This entails managing two-way written communications, managing a pen-pal mentorship program, writing weekly reports, assisting with virtual meet and greets with US high school clubs, receiving in-kind donations, supporting summer service-learning programs, supporting SEGA Graduates with University applications, and coordinating visits from US visitors. We are looking for a proactive individual with a strong understanding of development issues and US culture to help plan and execute exchanges enriching for SEGA students and their peers from abroad.

Responsibilities

Communications between SEGA, Nurturing Minds organization, and benefactors:

- Coordinate communication with US-based student scholarship supporters:
  - Student Letters - Support students to write and distribute letters to their US-based scholarship supporters.
  - Monitor student scholarship supporter email inbox - download, record, and distribute letters.
- Assist the Communications Coordinator in documenting special events taking place on-campus and off-campus, and communicate with relevant stakeholders. Such as taking photos, writing, and sharing event summaries with Nurturing Minds and SEGA leadership.
- Review and assist with the preparation of written reports from SEGA to Nurturing Minds.
- Communicate with US high school SEGA clubs to plan Zoom cultural exchange meetings, assist with pen pal program, and share monthly updates.
- Provide social media support across Instagram, Facebook, and LinkedIn in collaboration with SEGA's Communication Coordinator.
- Develop and manage a comprehensive social media calendar to ensure consistent and timely content.
- Create engaging content, including graphics, images, and captions, tailored to each platform and audience.
- Collaborate on strategic campaigns to increase engagement, reach, and brand awareness.
- Monitor and analyze social media performance, adjusting strategies to grow the SEGA social media following and overall engagement.

Visitor Engagement & Cultural Exchange Programs:

- Collaborate with the Communications Coordinator and school administration to plan activities for school supporter visits, using documentation from previous visits as a guide.
- Develop and document the agreed-upon schedules in writing, ensuring mutual agreement between visiting group coordinators, the Head of School, and other relevant staff at SEGA.

Nurturing Minds, Inc. is a U.S. 501(c)(3) non-profit organization that supports quality education, life skills, and entrepreneurship to help vulnerable girls in Tanzania become leaders in their communities. EIN # 20-8870624. All donations to Nurturing Minds from the USA are tax-deductible and will receive an official tax acknowledgement.

Nurturing Minds, Inc.
PO Box 600617
Newtonville, MA 02460
www.nurturingmindsinafrica.org

- Support with coordinating all logistics with the Communications Coordinator to ensure full arrangements are made before the visit, including budgeting, itinerary planning, and preparing both U.S. and Tanzanian visitors for travel to SEGA and its programs.
- Ensure clear communication via email to visiting groups and SEGA staff, ensuring all parties are aware of their responsibilities and expectations.
- Work with the Communications Coordinator to identify a group of students who will serve as "hosts" for each visit, and inform the students in advance of their roles and expectations.
- Support the preparation of SEGA graduates chosen for visits to the U.S. by finalizing required documentation, securing visas and passports, and preparing them for cultural exchanges and presentations before their departure.

Volunteer Program Support

- Support on-site volunteer programs with SEGA students, including STEAM Adventures at SEGA, the inaugural SEGA Robo-Explorers Program, the inaugural Debate Program, and Entrepreneurship Training. Assist foreign volunteers, SEGA, and Nurturing Minds staff in ensuring the smooth operation of all program logistics, including on-site activities, lesson delivery, off-site field trips, and excursions.
- Provide support with curriculum materials and preparation, volunteer guidance, and act as a bridge between foreign volunteers and SEGA staff to facilitate communication, cultural understanding, and overall program coordination.

Post Graduate Support

- Assist the Post-Graduate Support Team in guiding SEGA students who have recently graduated from A-levels as they apply to universities both abroad and in Tanzania. Support includes helping with application preparation, reviewing materials, and providing guidance on deadlines, essays, scholarships, examination preparation for the TOEFL equivalent, and interview preparation.
- This role involves active participation in two intensive one-week training sessions, the first in early June and the second in September, where you will work directly with 60+ SEGA graduates, helping them navigate the university application process and build confidence for the next steps in their academic journeys.

Position Details

Work Environment with SEGA:

- Must be able to work and live on campus in Morogoro, Tanzania.
- Must be physically and mentally capable of performing multiple tasks and able to function in a culturally diverse, fast-paced environment.
- The work schedule at SEGA is Monday through Saturday.
- Must be adaptable to work and living conditions that may be quite different than those found in North America.
- Please be prepared for the possibility that you may be the only foreign volunteer on SEGA's campus during your internship.
- Must be at least 21 years of age.

Nurturing Minds, Inc.
PO Box 600617
Newtonville, MA 02460
www.nurturingmindsinafrica.org

Provided by SEGA Girls' School:

- Reimbursement of Business visa (USD 250) in Tanzanian shillings upon arrival at SEGA Girls' School.
- Housing at the SEGA Girls' School in our private Volunteer Apartment includes: running hot/cold water, filtered drinking water, Wi-Fi, cooking supplies, a fridge/freezer, solar power, bedding, and basic toiletries.
- 3 meals a day at the school.
- Once per week, pre-arranged transportation to Morogoro to purchase groceries.
- Transportation to and from Dar es Salaam, including pick up and drop off at Julius Nyerere International Airport.
- High-speed train tickets for transfers between Dar es Salaam and the Morogoro Region.
- Hotel in Dar es Salaam *(If required, based on your flight schedule).*

Responsibility of Intern Before Arrival:

- Round-trip flight to Dar es Salaam.
- Obtain a Tanzanian Business Visa (250 USD).
- Obtain travel medical insurance that includes medical evacuation.
- A passport valid for a minimum of six months beyond visa issuance and/or date of entry, and at least one blank visa page, is required.
- Register with the U.S. Embassy in Tanzania STEP Program.
- Obtain any needed medications/vaccinations before travel.
- Attend orientation sessions with Nurturing Minds and SEGA staff to review travel logistics, health and safety, cultural humility, and the cultural adjustment wave.
- Sign the Nurturing Minds and SEGA Child Protection Policy and Release of Waiver and Liabilities.

Orientation:

Before traveling and working with SEGA Girls' School, there will be a series of Zoom orientation calls and emails to help prepare you for your destination and job responsibilities.

Before traveling:

- Nurturing Minds will have an orientation to discuss all travel, living, health, and safety logistics and questions.
- Nurturing Minds will discuss cultural humility and Tanzanian culture.
- Nurturing Minds will discuss the cultural adjustment process and what the next three months of living and working in a new country might entail for you.
- Opportunity to meet with SEGA's Communication Coordinator and Hospitality Coordinator before arriving.
- Nurturing Minds shares with you via email visiting manuals, emergency contact lists, packing lists, and more.

Arriving at SEGA:

Nurturing Minds, Inc.
PO Box 600617
Newtonville, MA 02460
www.nurturingmindsinafrica.org

- Once you arrive at SEGA, the Communications and Hospitality Coordinators will greet you and help you settle into your new home. They will discuss safety, transportation, ways to explore Morogoro and Tanzania, culture, food, and health, and give you a tour of SEGA's Campus. They will help introduce and welcome you to SEGA's staff and students.
- SEGA will join you at the supermarket or open-air market in Morogoro Town to purchase food items, water, toiletries, and other household essentials you may require during your stay.
- SEGA will give you a tour of Morogoro Town, so you know where essential locations are.

Qualifications:

- Excellent communication and relationship-building skills.
- Strong organizational and project management skills.
- Proficiency in Microsoft Office, Google Workspace, and social media platforms.
- Self-motivated and able to work both independently and as part of a team.

Note: The responsibilities and qualifications described in this job description are indicative and may be subject to change based on the needs of SEGA and the skills and qualifications of the successful candidate.

To apply for this position, please submit your resume, a cover letter, and three professional references to Nurturing Minds' Program Manager, Myranda James, at myranda@nurturingmindsinafrica.org with the subject line "*SEGA Communications and Development Intern - [Your Name]" before March 31, 2027.*

Nurturing Minds and SEGA are committed to creating a diverse and inclusive work environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, caste, age, or veteran status.

Nurturing Minds, Inc. is a U.S. 501(c)(3) non-profit organization that supports quality education, life skills, and entrepreneurship to help vulnerable girls in Tanzania become leaders in their communities. EIN # 20-8870624. All donations to Nurturing Minds from the USA are tax-deductible and will receive an official tax acknowledgement.