Title of Project: Community Development Project Interns

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Duration: Minimum of 180 hours.

Deadline: April 7, 2017

Location: Ghana Main Office, Cape Coast

Position Description:
3 Program Areas:

LEEP Fellows can choose from the programs below:

- Marketing and Outreach
- Community Development Impact Assessment
- Tilapia Farm Business Plan
- Grant writing

Marketing and Outreach:
Responsibilities include developing and updating marketing materials for Nkwa Foundation, developing a marketing strategy that includes review of the marketing goals and target audiences. Fellow will be expected to have a basic understanding of marketing principles and social media.

Tilapia Farm Business Plan:
Nkwa Foundation Tilapia farm project seeks to unite local knowledge and modern agricultural techniques to offer economic sustainability for youths and other marginalized groups in the community. LEEP Fellows will assemble an effective and concise document that covers the following: Mission and Vision Statement, Executive Summary, Product/Service Offerings, Target Market, Marketing Plan, Industry and Competitive Analysis, Financials, Resumes of the Organization's Leadership etc. and a fresh perspective on Organization’s goals and strategies. Additionally LEEP Fellows will be in contact with the Agricultural Extension office in the Central Region that is, Komenda, Edina, Eguafo and Abirem district (KEEA).

Community Development Impact Assessment
LEEP Fellows will identify and measure key performance indicators and secondary performance indicators among Nkwa Foundation’s Community Development, Health, and Education programs. LEEP Fellows will develop guidelines on how to measure success metrics, how often to measure them and a presentation format for presenting the metrics to internal and external stakeholders.

Grant Writing
Develop a list of grants (with due dates)
Develop an analysis metric and participate in discussions to help decide which grant opportunities are appropriate for Nkwa Foundation. Assist with partnership outreach for collaborative grant writing committees and support on-going grant committees as submissions are drafted. Coordinate follow-up discussions with partners regarding
Qualifications:
The winning candidates should have the ability to lead, develop organizational systems, and possess fluency with Microsoft Office. He/she should be an excellent communicator, detail-oriented, and comfortable working in the community with its members and report writing skill as well.

Candidates must have:
- Strong interest in grant writing, non-profit management and/ or social entrepreneurship; International/Community Development
- Good organizational and time management skills essential;
- Self-motivated with an ability to work independently; and
- Ability to meet deadlines

Housing: Housing provided by Nkwa Foundation

For more info: Please, visit: [http://www.nkwafoundation.org/](http://www.nkwafoundation.org/)

Funding: $2500 Available through the LEEP Fellows Program. Students receiving a LEEP stipend are expected to use a portion of this funding in support of their fee and accommodations with NKWA Foundation. Participants will pay a program fee of $1,250 per trip (covers 5 weeks). Program Fees cover: Accommodation, Daily breakfast and dinner, Utilities, Internet access (unlimited), Cellphone with registered sim card ($25 USD deposit required), Program administrative costs, In-house security service, 24/7 emergency support.

How to Apply:
To apply for the position, students would apply directly to the organization by March 31st.

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position first and complete the LEEP Fellows Application Process by March 3 (for early decision) or April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. (Recommendation letters should be emailed directly to rmaddox@clarku.edu)

About the Organization: Nkwa Foundation is a non-profit organization that focuses on sustainable community development, health promotion, and rural education support in Cape Coast, Ghana. Recognizing the importance of global collaboration and education, we also provide academic internships to inspire and educate students to create change on a global scale.