



**The Agahozo-Shalom Youth Village in Rwanda
Year-Long Village Fellows Program
Program Information & Application Instructions for 2015-2016**

Position: Village Fellow (various positions available; see below for details)

Location: Agahozo-Shalom Youth Village (ASYV), Rwanda

Duration: 12 months: December 2015- November 2016

Organization Overview:

The [Agahozo-Shalom Youth Village](http://www.asyv.org) (ASYV) is a residential community for teenage orphans in Rwanda and is home to over 500 teenagers and 100 staff.

The Village is designed to care for, protect, and nurture Rwanda's most vulnerable teens. In addition to an exemplary secondary education, ASYV offers enrichment programs in sports, arts, and culture and provides a healthy environment that helps the teenagers grow both emotionally and intellectually.

Agahozo-Shalom is a place where traumatized teens "dry their tears" (*Agahozo*) and "live in peace" (*Shalom*). They gain skills necessary to become leaders, continue rebuilding Rwanda, and make the world a better place.

Visit www.asyv.org for more information.

Village Fellows Program Overview:

The Village Fellows program of the Agahozo-Shalom Youth Village (ASYV) places 8-10 international Fellows at our site in Rwanda. Fellows spend 12 months living and working in the Village; they are placed into professional roles (see below for available positions) and work together with Rwandan staff to support existing programs and help develop new systems and programs. They become an integral part of the staff team that enables the Village to fulfill its goal of providing a nurturing home and exemplary formal and informal education to our kids.

In addition to their professional role, each Fellow joins a family and serves as a mentor ("cousin") to 16 teenage students who are in their first year of living in the Village. Fellows work hand-in-hand with Family Mothers and Counselors to create a loving and supportive family and home environment for our teens.

Additionally, Fellows tutor English and teach many of the Enrichment Programs offered in the Village after school and during the evenings.

**Please see the following page for position descriptions of possible professional placements.*

Positions Available:

Positions are available in the following areas. Applicants are matched with open positions based on interest, skills, and experience.

On your application, indicate the position(s) for which you would like to be considered. *See pages 4-6 of this document for position descriptions.*

- Visitors & Hospitality
- Communications, Journalism & Mass Media
- English Language Enrichment
- Information & Communications Technology (ICT)
- Advocacy & Partnership
- Career Development
- Art & Graphic Design
- Informal Education Programming
- Music & Recording Technology
- Photography & Videography

Qualifications & Requirements*:

Before applying, please review the following requirements.

- University degree or of equivalent age
- Minimum of 1 year full-time professional work experience, preferably 2+ years, in related field
- Fluency and proficiency in spoken English
- Excellent communication and organizational skills
- Ability to balance various jobs and tasks
- Ability to work independently with minimal supervision or guidance
- Interest in working for a development project and collaborating with local and international staff
- Ability to adapt to different cultures and work styles
- Strong sense of responsibility and integrity
- Flexibility, patience, resilience, determination, strong leadership
- Ideological affinity with the goals and philosophy of the Agahozo-Shalom Youth Village
- Willingness to devote 12-months to living and working in the Village, understanding that work days include evenings and weekends

** Note: additional requirements for specific positions may apply. See Position Descriptions for details about specific positions.*

Compensation:

The Agahozo-Shalom Youth Village provides all Village Fellows with room and board, a monthly stipend, comprehensive medical and evacuation insurance, Rwandan Visa, and round-trip airfare to Rwanda. Fellows are responsible for all other costs not listed above (ie. passport, immunizations, etc.).

Application and Selection Process:

The application consists of 3 parts, all of which must be completed online:

1. [General Application](#)
2. [Essay Questions](#)
3. [Letters of Recommendation](#) (completed by 3 references)

Eligible candidates go through a comprehensive screening and interview process.

Application Deadline:

August 14, 2015. Applications will be reviewed on a rolling basis.

**** Due to high volume of applicants, only those selected for interviews will be contacted.***

***** If the above links do not work, copy & paste the following text into your browser:***

Part 1: <https://agahozoshalom.wufoo.com/forms/agahozoshalom-village-fellow-application-part-1/>

Part 2: <https://agahozoshalom.wufoo.com/forms/agahozoshalom-village-fellow-application-part-2/>

Part 3: <https://agahozoshalom.wufoo.com/forms/agahozoshalom-village-fellow-application-part-3/>

The Agahozo-Shalom Youth Village in Rwanda

Year-Long Village Fellows Program

Position Descriptions for 2015-2016

The following positions are available for the 2016 Village Fellows Program. On your application, indicate 1-3 positions for which you would like to be considered.

Each position will comprise approximately 50% -80% of a Fellow's time. The remaining time will be dedicated to the following:

- 1) mentoring a family of 16 teens in the Village and serving as their "cousin"*
- 2) leading after-school activities*
- 3) tutoring students in English or other subjects*
- 4) assisting on other projects and tasks as needed*

Visitors & Hospitality

The Fellow working with the visitors & hospitality programs will serve as a liaison to the New York office and assist with management of all visiting service-learning groups and individuals. Each week the Village opens its doors to various guests from around the world and guests are provided with a comprehensive tour of the Village that includes its history and philosophy. This Fellow will work with students and staff to ensure that our visitors have a meaningful and positive experience. This Fellow will also work with Village staff to oversee the Village Guest Houses, which house overnight visitors. Skills required: exceptional written and verbal communication, organized, able to work independently and manage time, comfortable speaking to donors and giving tours. Preference given to applicants with experience leading groups and tours.

Communications, Journalism & Mass Media

This Fellow will serve as a liaison to the New York office, providing the support necessary for furthering marketing, communications, and development efforts both in Rwanda and the U.S. Elements of the job will include writing and posting weekly blogs, coordinating and/or writing a quarterly newsletter, maintaining Village archives, taking photos and video of Village events, collecting photos from staff and other Fellows, assisting with social media, and other related tasks as needed. This Fellow will work with the Village Director and staff from all departments to gather necessary information to relay to the NYC office. S/he will also work directly with students and staff to write articles for the blog, newsletters, etc. Strong writing skills and ability to work independently and manage time are essential; preference to individuals who have experience in journalism, photography and/or videography and are able to share these skills with our students.

English Language Enrichment

English language acquisition is an essential part of our informal and formal education programs. The English Language Fellow will work primarily in the Informal Education department within the Village, supporting the formal English instruction at the high school. This Fellow will have an overall role of promoting English language amongst students and staff; duties may include designing English curricula for "Enrichment Year" students and Family Mamas, creating new programs in the Village to promote English learning, coordinating and developing materials for English tutoring, managing the library, and working to create an overall culture of English enrichment. Experience teaching or tutoring English language learners is required. Strong public speaking and time management skills are essential as well as the ability to work independently.

Advocacy & Partnership

The Advocacy & Partnership program was developed in 2013 to assist in creating and strengthening partnerships with local, regional, and international partners. This department plans and develops programs and opportunities for our students in order to guide them as they prepare to graduate from Agahozo-Shalom. The Fellow in this position must be able to assist with overall project management, including big-picture and detail-oriented tasks. S/he will meet with visitors, lead tours, and assist the NY office by being a point-person for the cultivation and stewardship of new/existing donors/partners. S/he will work closely with the Village Director to coordinate and attend meetings with

existing and potential Rwandan and International partners in the Village and Kigali. Skills required: exceptional written and verbal communication, organized, able to work independently and manage time, comfortable speaking to partners and giving tours. Preference given to applicants with experience in partnership development/development (fundraising).

Career Development

The Career Development Fellow will manage the Career Development Center and have the overall role of providing application support and career guidance; duties may include teaching TOEFL classes, designing university and scholarship application workshops, and organizing resume and career guidance seminars. This Fellow will also assist our Coordinator of Alumni Relations and Partnerships in all areas of management of the alumni support program and work directly with recent alumni. With our first graduating class in 2012 and over 120 graduates each year, the role of the alumni relations team is to assist recent alumni in applying for jobs, scholarships, internships, fellowships, and university program applications.

Informal Education Programming

Informal Education is the department in the Village that creates and manages all programs that happen outside of the high school, including all after-school and weekend activities and special events. The Fellow in this department will assist the Program Coordinator with overall management and administrative functions of daily activities in the Informal Education department, including event/program scheduling and follow-up reporting. S/he might also lead activities in the areas of sports, arts, or music. Ideal candidates will be highly organized and have experience working in informal or experiential education and be comfortable leading groups and planning activities.

Art & Graphic Design

The art program at Agahozo-Shalom is part of the Informal Education department and its aim is to expose our teens to a variety of arts and crafts, equip them with a broad range of skills, and provide them with a therapeutic outlet. In addition to teaching art classes (which include painting and drawing), this Fellow will also teach graphic design to provide our students with valuable skills for employment in Rwanda after graduating from high school. This Fellow will work closely with local staff in managing the art center and leading after-school art programs. This Fellow should be experienced in painting, drawing, and graphic design, and have an interest in teaching those skills to our students as well as an interest in the therapeutic benefits of art.

Music & Recording Technology

The music center at Agahozo-Shalom contains keyboards, guitars, various percussion instruments, and a recording studio. Music is an essential part of Rwandan culture and many students are interested in learning how to play instruments, write music, develop their singing abilities, perform, and record their own music. The Music & Recording Technology Fellow will teach classes, assist with management of the music center, hold "open studio" time to help individuals, and will share his/her love of music with students and staff. Knowledge of piano and/or guitar required, along with experience using recording equipment and editing; teaching or tutoring experience preferred.

Photography & Videography

Part of the Informal Education department, our photo and video programs enable our students to learn new skills and provide an outlet for expression and creativity. The Photo & Videography Fellow will work directly with students and lead classes on photography and videography and should have advanced skills in each of these areas, as well as knowledge of software and editing so that s/he can teach these skills to our students. S/he will work closely with the Management team in the Village, as well as in NY to assist with marketing and storytelling endeavors. S/he will also work closely with the New York office to produce mass media (video and photo) marketing materials about the Village.

Information & Communications Technology (ICT)

The ICT Fellow will work with a Rwandan counterpart to manage all IT systems and build technical capacity in the Village. This includes maintenance and troubleshooting for all Village computers, maintenance of wireless systems

and TCP/IP networking, and teaching computer classes to students at varying levels (from basic computer skills to programming and HTML). The ideal candidate would have a background in computer science or equivalent IT experience and the ability to work independently and manage his/her own time.