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| Serving communities in Africa | Job Description  **Capacity Building Expert Volunteer**  - SAYAP AFRICA - |

Location: Worldwide, remote online

Job Status: Part-time, Volunteer, Unpaid Internship. All hours served count as community service hours and can be used to fulfill college credit requirements. Students should consult with academic faculty to determine if this unpaid experience satisfies the criteria for receiving academic credits.

**JOB SUMMARY**

Sayap Africa is a 501(C)(3) international non-profit organization with headquarters in San Jose, California. We empower and assist communities in 10 African countries in non-exclusive areas: Girls Education STEM; Global Health initiatives for African women; Protection of environment/Renewable energy; Entrepreneurship; Gender equality; Sustainable agriculture; Clean water and Sanitations; Digital literacy to close the gap. We are seeking Capacity Building Experts who can enable us to develop competencies and skills that make Sayap Africa more effective and sustainable, thus increasing the potential for us to transform the lives of as many people in Africa as possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Conduct an assessment of the organization's strengths, weaknesses, and capacity-building needs in areas such as governance, fundraising, program development, and management;
* Develop a capacity-building plan that aligns with the organization's mission and strategic goals, including specific action steps and timelines;
* Work with Sayap Africa’s members to develop and implement effective programs;
* Identify potential partnerships and collaborations with other organizations or stakeholders that can help build the non-profit's capacity and achieve its mission;
* Monitor the progress of the capacity-building plan and evaluate the effectiveness of the capacity-building initiatives, making adjustments as necessary.

**QUALIFICATION AND ELIGIBILITY**

Our ideal candidate will have the following qualifications and capabilities:

* Bachelor degree or master students in organizational development, non-profit management, or a related field;
* Relevant work experience with non-profit organizations or a strong understanding of the non-profit sector is beneficial;
* Experience in capacity-building, including developing and implementing capacity-building plans, training and coaching staff and board members, and building partnerships and collaborations;
* Effective communication and facilitation skills;
* Exceptional organizational, analytical, planning, and time management skills.

**HOW TO APPLY**

Send your resume and cover letter to **Recruit@sayapafrica.org** with the subject line: **“Capacity Building Expert Volunteer”**. Applications will be reviewed upon receipt, with an interview conducted asap. We look forward to hearing from you!