



We're looking for qualified and passionate (Two (2) Community Service Officers)

Want to work for one of the largest charities of its kind in Africa? Are you an experienced project person with a passion for organizing impactful events and ensuring smooth operations? Are you skilled in leading a diverse team, coordinating logistics, managing inventories, doing event budgets and delivering exceptional results? Do you thrive in a dynamic environment where your skills can make a real difference? If this sounds like you... Keep reading!

About Us

The School of St Jude is a pioneering leader in charitable education within Africa. Every year we give 1,800 students with free, quality education, 100's of graduates with access to higher education, and provide more than 20,000 government school students with quality teachers. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

Who are you

- You are passionate about community engagement and believe in the power of service to transform lives.
- You are organized, detail-oriented, and can juggle multiple responsibilities with efficiency.
- You enjoy mentoring young volunteers and guiding them through meaningful experiences.
- You are an excellent communicator who builds positive relationships with schools, students, and partners.
- You go to sleep at night dreaming about creating opportunities for youth to make a difference in their communities.

What you'll do

- Support Beyond St Jude's (BSJ) Community Service programs — Community Service Year (CSY) and Community Service Semester (CSS) — ensuring smooth onboarding, placement, and mentorship of all volunteers.
- Prepare, translate, and update all Community Service documents, including FAQs, MoUs, policies, and forms.
- Liaise with internal departments, government schools, and stakeholders to identify volunteering placements and maintain strong partnerships.
- Monitor, record, and report on all Community Service data, including applications, placements, visits, and reviews.
- Organize and facilitate Annual Work Readiness Trainings (AWRT) and ensure that all volunteers are equipped for success.

What we're looking for

- Bachelor's degree in Education or related field.
- Minimum of 2 years' experience in youth development, education programs, or volunteer coordination.
- Excellent written and spoken English, with strong interpersonal and mentorship skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and data management tools.
- Highly organized, self-motivated, and committed to St Jude's values and mission. 5 bullet points relating to their skills, qualifications and attributes

Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania
- A flexible and supportive community of international and local employees
- Ample opportunities for career progression and development
- Mid-morning tea and lunch (during working days)





**The School
of St Jude**

Work with us!

Are you interested?

Send your cover letter and an up to date Curriculum Vitae to recruitment@schoolofstjude.co.tz (subject line must include the reference number: **TSOSJ/HR/SIS/HO/11/19-5**)

Applications close on 28th November 2025. only shortlisted candidates will be contacted.

**Fighting poverty
through education**



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