

About Us

Honeyguide is a Tanzanian organization founded 15 years ago with the aim of advancing community based and led approaches to conservation. Our reason for being is to make conservation deliver real benefits and be driven by local communities out of their own interest and motivation. We are the only organization in Tanzania that solely focuses all its activities and investments on community-owned and managed Wildlife Management Areas (WMAs). We are committed to making community-led conservation work. We see community-led conservation areas as social enterprises that provide for both people and wildlife.

About the Project

About the Job:

It's a service provider to the department for the efficiency of the processes of fundraising and communication. As a service provider, the job is to support the department in achieving its objectives by providing expertise and assistance in areas such as data management, engaging stakeholders, project management, and other related functions.

Job intern purpose:

Overall, as an intern in communication and fundraising data management role would be to support the officer responsible by ensuring that the team has access to accurate and up-to-date information for communication and fundraising.

Essential Functions will be:

- Assisting the communication team with updated data from the database.
- Update and feed the database with recent information.
- Organize photo gallery software on SmugMug
- Update and manage the online library with recent publications.
- Assist the Communications and Fundraising Data Officer in developing and maintaining an online database to support the department for communications and fundraising to produce publications.
- Strong communication skills.

Major duties and responsibilities

- Feed the communication and fundraising repository database with updated data.
- Supporting the fundraising team with relevant research and supporting documents.
- Collecting, data entry, and organizing data: You may be responsible for updating data as new information becomes available.

About you:

We are looking for someone who has the following profile:

Honeyguide is seeking volunteers or interns who are interested in gaining experience in the field of communications and fundraising especially on data management. This may involve providing fact on the newsletter and supporting document during the grant's application.

Qualifications & competencies

- Currently enrolled in data science or data related courses at a college or university or have recently graduated from such a program.
- Strong organizational and communication skills
- Attention to details
- Proficiency in Power BI, Excel, and tech in library software
- Familiarity with social media platforms
- Interest in conservation and fundraising
- Willingness to learn and work collaboratively with the Honeyguide team.
- Factual person, with strong organizational and project management skills,

How to apply

Applications must include a cover letter & CV. Please do not send any copies of your certificates with your application at this stage. The application letter should have Communication and Fundraising and should be addressed to the Executive Director of the Honeyguide Foundation and submitted via email to intern@honeyguide.org by the 30th of May 2023. Only shortlisted candidates will be contacted, and interviews will take place in Arusha.