



**The School
of St Jude**

Work with us!

We're Looking for a Qualified and Passionate Assistant Team Lead – Community Relations.

Want to work for one of the largest charities of its kind in Africa? Are you a highly organised and proactive person who enjoys developing, reviewing and refining policies, procedures and guidelines? Do you thrive on coordinating people, activities and information to make sure things run smoothly? Are you confident working with different teams, parents, students and external stakeholders, while managing multiple responsibilities with professionalism, confidentiality and attention to detail? Do you have strong communication and interpersonal skills, take ownership of your work, and enjoy finding better, smarter and more innovative ways of doing things? Do you thrive in a dynamic environment where your organisation, leadership and problem-solving skills can make a real difference? **If this sounds like you... keep reading!**

Position Title and Work station:

- 1. Assistant Team Lead – Community Relations** - The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania (1 Vacancy, Bachelor Degree)

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 for the Assistant Team Lead – Community Relations

- **You are organised, dependable and detail-oriented** – you take ownership of your responsibilities, can manage several priorities at once, and make sure nothing falls through the cracks.
- **You genuinely care about people and building positive relationships** – you enjoy working with students, parents, colleagues and different teams, and you are passionate about helping create positive experiences for the school community.
- **You are proactive, trustworthy and always looking for ways to improve** – you don't wait to be told what to do, you handle sensitive information with confidentiality and integrity, and you enjoy finding better and more effective ways of doing things.
- **You go to sleep at night dreaming about...** finding better ways to make things work, solving problems before they become bigger ones, helping your team navigate and resolve conflicts, and making a meaningful difference in the lives of students and families.

What you'll do for the Assistant Team Lead – Community Relations

- **Plan and coordinate Community Relations activities** – organise the annual CR calendar and weekly schedules, coordinate scholarship application activities, poverty assessments, home visits and other key CR activities throughout the year.
- **Coordinate people and build strong working relationships** – work closely with the Community Relations team, Academic teams, Visitor team, parents, students and other stakeholders to ensure activities are well planned, communicated and delivered smoothly.
- **Oversee student and parent information and records** – ensure student and parent information in related softwares (iSAMS) is accurate and up to date, while coordinating archiving, student files, parent records and other CR documentation.
- **Monitor, review and report on Community Relations activities** – review poverty assessments, house checks, home visits and parent reports; identify areas requiring attention; and provide accurate monthly and annual reports to the relevant supervisors and managers.

**Fighting poverty
through education**





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- **Drive continuous improvement, policy development and successful implementation** – contribute to the development, review and refinement of Community Relations policies, procedures, guidelines and working tools; identify gaps and opportunities for improvement; support the team to implement approved processes consistently; and recommend practical and innovative ways to strengthen Community Relations activities, compliance and outcomes.

What we're looking for the Assistant Team Lead – Community Relations

- **Education:** A bachelor's degree or equivalent qualification in Community Development, Social Sciences, Communications, Public Relations, Development Studies, Monitoring and Evaluation or a related field.
- **Experience:** At least 2–3 years of relevant experience in community engagement, stakeholder relations, project coordination, fieldwork, or a similar role.
- **Communication & Relationship-Building:** Strong interpersonal and communication skills, with the ability to build positive relationships with students, parents, schools, community leaders, Government and other stakeholders.
- **Organisation & Problem-Solving:** Highly organised and able to coordinate multiple activities, manage field-based tasks, follow up on commitments, maintain accurate records, and respond effectively to challenges.
- **Work Ethic & Character:** Reliable, proactive, accountable, respectful, and willing to go the extra mile. You take ownership of your work, work well as part of a team, and demonstrate professionalism in every interaction.

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)

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/CT/08/28**)

Applications close on 11, 09, 2026 only shortlisted candidates will be contacted.

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