

PROGRAM DEVELOPMENT INTERNS

Reports Directly to Aysha Khan, Director of Program Development

Elena's Light is currently seeking two creative, passionate, and detail oriented Program Development Interns! Reporting directly to our Director of Program Development, the Program Development Interns will have the opportunity to draft proposals and create systems to shape the growth of Elena's Light. Responsibilities of the Program Development interns will include soliciting feedback from volunteers, conducting quarterly reporting, and designing structures and protocols for our expansion efforts. Of note, a major responsibility for the 2019- 2020 year Program Development Interns will be the creation of an impact assessment for our existing programs.

WHAT MAKES THIS INTERNSHIP SPECIAL?

This internship is a very unique mentorship opportunity for students interested in non-profit management after graduation!

We know your time is precious, and we want you to get the fullest experience possible from working with our organization! Though your specific job reports to our Director of Program Development, there are ample opportunities to collaborate with our other staff members and directors. At Elena's Light, we love innovation and fresh ideas, and we pride ourselves on valuing the input of everyone who works with us. We work very hard to give every member of our organization a seat at the table as we grow and expand, and solicit feedback at all levels of the organization at every chance we get. By working with us, you have the chance to directly shape our future as an organization!

To give you the full Elena's Light immersion experience, in addition to your Program Development responsibilities, we will pair you with one of our clients to serve as an ESL tutor for 2 hours per week. We believe this experience is critical to informing your work at Elena's Light. By getting hands on experience with the day-to-day minutiae of our program, you will gain a better understanding of our overall operations - and can use those experiences to inform your own work!

RESPONSIBILITIES

- Assist the Director of Program Development in developing proposals for future programs at Elena's Light
- Adapts and develops Elena's Light's program development systems, policies, and procedures to evolve with our growth strategy and target goals
- Conducts quarterly reporting and provides regular analysis of development to staff & board members
- Collaborate with the Director of Program Development to create a system to quantitatively measure the impact of Elena's Light's existing programs
- Assist with drafting organizational capacity statements
- Assist with creating expansion protocols for Elena's Light
- Collaborate with the Grant Specialist Team with higher-level grant research and identification of grant proposal opportunities
- Assist with formalizing the ESL and health education curriculum
- Support the recruitment of volunteers & personnel
- Complete research to support our ongoing programs
- Provide secondary support to other staff members
- Provides secondary support for staff and volunteer training events
- 2 hours per week of ESL tutoring

REQUIREMENTS

- Experience in volunteering locally and/or internationally
- Strong communication, time management, and organizational skills
- Strong Working knowledge of databases and MS Office (especially Excel)
- Solid research skills, including the ability to analyze and discuss data
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Creativity is a huge plus - successful recruitment and retention strategies require you to think outside the box!

TIME COMMITMENT

- minimum of 8 hours per week, 2 hours of which is ESL Tutoring
- Minimum of 1 weekly meeting (via skype or in-person) with your direct supervisor
- Flexible schedule – we are happy to work with you!
- Ample opportunities for telecommuting and working in a virtual-office