



Listen. Think. Act.

Global Livingston Institute Internship Program Guide and Application

2015

"The mission and vision of the GLI is to positively impact the health and vitality of communities in East Africa through research, exchange of ideas and knowledge sharing."

**Global Livingston Institute
Internship Program**

TABLE OF CONTENTS

Welcome and Introduction.....	3
History of GLI.....	4
About GLI.....	4
Qualifications, Job Description, and Benefits.....	5-6
Application.....	6-8

Welcome and Introduction

Thank you for your interest in the Global Livingston Institute Internship Program. This experiential learning program provides participants with a variety of opportunities that help them to grow both academically and professionally. The program is designed for passionate individuals interested in cultivating a more global understanding of poverty and its impact on creating more healthy communities.

This internship program is uncompensated and is intended for persons seeking to gain academic and/or professional experience.

As you continue reading, you will find information about the Global Livingston Institute, the internship program, and the internship application. If you should have any questions regarding the application process, please feel free to contact Ryan Grundy (ryan@globallivingston.org).

Once again, we thank you for your interest in the Global Livingston Institute and look forward to hearing from you.



History of the Global Livingston Institute

The Global Livingston Institute (GLI) is named after Johnston R. Livingston, a visionary, entrepreneur and philanthropist from Colorado. The Institute was founded in 2009 by Jamie Van Leeuwen after he traveled to Uganda and Rwanda as part of the Livingston Fellowship he received from Bonfils-Stanton Foundation. During his travels, he became aware of the many people taking actions without truly understanding the needs of the community. To build a school or a clinic for what purpose and how will it exist when we are no longer involved? He identified the need for people to do more listening and thinking and less acting. Ultimately, the idea was to get students and community leaders to rethink the approach we take to international development. Since 2009, GLI, in collaboration with Come Let's Dance and other community partners, has been leading students and community leaders on trips to Uganda and Rwanda to Listen...Think...and then Act.

About the Global Livingston Institute

The Global Livingston Institute (GLI) exists to cultivate a more global understanding of poverty and its impact on fostering more healthy communities. The Institute takes students and community leaders out of their comfort zone and challenges what they know about poverty. Through interactive dialogue and experiential learning, participants begin to form a new perspective of the culture of poverty both domestically and internationally. The intention is to engage these perspectives and form solution-based insights into how the public, private and nonprofit sectors can respond with innovative and strategic solutions. The focus of the GLI is NOT to fix Africa but to leave with a better sense of understanding of how we can incubate innovative solutions to poverty in partnership with the people of East Africa.

As part of GLI, participants explore ways in which their experiences can translate into issues related to society, economy and environment. Most importantly, participants form relationships; not just with those they encounter in their travels, but with those with whom they travel. Participants are carefully selected for their passion and commitment to live outside the box and to make change in the communities in which they live. As written by William Clay Powers in his book *Blue Clay People*: "Like most people who go overseas to do development work, I did so expecting to find out what it's like to be poor... that's not what happens. Instead you learn what it's like to be rich, to be fabulously, incomprehensibly bloated with wealth." The Global Livingston Institute is not designed to help participants find out what it's like to be poor... it is designed to stir them to want to make innovative and lasting change in communities abroad as well as their communities at home.

For more information, please see the GLI website at <http://www.globallivingston.org/>.

Qualifications, Job Description, and Benefits

Qualifications:

The Global Livingston Institute is seeking passionate and qualified candidates that identify with the mission of the organization. Interns must communicate effectively, possess good organizational qualities, work well with others, be reliable, and be able to complete tasks in a timely manner.

More specific requirements and qualifications include:

- Ongoing commitment
- Designated project or focus
- A passion for and understanding of the complexities associated with international development

Job Description:

This position is responsible for providing support to the Global Livingston Institute staff through several different avenues. A GLI intern will have the unique opportunity to interact with partner organizations, supports, and leaders of the GLI. The current GLI internship positions available are:

□ Research Assistant: Research Assistants will be responsible for working on various short term research projects throughout a semester that are related to GLI partners, projects, and events. Some examples of potential projects a research assistant would include, but is not limited to, a summary of the tourism industry in rural Uganda, staffing at events for international guests that the GLI is hosting, memorandums related to potential partners in Colorado and East Africa, and a literature review of the most current international development scholarship. In addition, the GLI is willing to work with and support students seeking to craft their own research projects that is in line with the GLI's mission.

□ Administrative Assistant: Administrative Assistants will be tasked with supporting the general correspondence and communication of the GLI. A primary day to day responsibility of Administrative Assistants will require their crafting of letters of invitation for international guests, communication with community leaders and university partners, and outreach to donors and travelers. In addition, this position will rely on students to support the daily logistical needs of the GLI, as well as a presence at GLI's events, fundraisers, and classroom symposiums.

□ Technology and Media Assistant: TM Assistants will be working closely with staff to hone the GLI's image and narrative on our website and social media accounts. This position will be working with GLI staff to craft visual and written media as a means of telling GLI's story through various digital outlets. It is expected that TM Assistants have some familiarity with digital media, comfort interacting with community partners and students through interviews and at events, and an understanding of how to maintain an organization's profile online and in the community.

Benefits:

This internship program is designed to be mutually beneficial for the intern and the Global Livingston Institute. Due to the fact that this position is unpaid, the GLI has an obligation and commitment to provide interns with an experience that is meaningful and worthwhile. Here are a few of the benefits individuals receive by participating in this program:

- Real life experience in a professional setting
- Exposure to and active participation in the NGO community
- An academic understanding of international development
- Mentorship by GLI leadership

How to Apply:

Please submit a cover letter and resume to ryan@globalivingston.org and fill out the application below.

Application

Application Checklist:

- One copy of a fully completed application form
- Cover letter including requested start date, end date, and availability
- Resume

Personal and Contact Information:

Last Name	First Name	Middle Name
-----------	------------	-------------

Current Street Address

City	State	ZIP Code
------	-------	----------

Phone	Cell Phone
-------	------------

Email Address

Date of Birth	Place of Birth
---------------	----------------

Languages Spoken

If Different from Above:

Permanent Street Address

City

State

5 Digit ZIP Code

Phone

Educational Background:

Name and Location of College/University/Graduate School in Attendance

Class Status

Cumulative GPA

Field(s) of Study

Degree Expected

Date Expected

Do you intend to receive academic credit for this internship if available at your school?

Additional Degrees, if applicable:

Name and Location of College/University/Graduate School

Field(s) of Study

Degree Received

Date

References (please include 2):

Reference #1:

Name

Title/Organization

Telephone (day)

Email Address

Relationship to Applicant

Reference #2:

Name

Title/Organization

Telephone (day)

Email Address

Relationship to Applicant

Declaration of Criminal History:

Have you ever been convicted of a felony or misdemeanor? (Yes or No)

If yes, when? _____

Please Explain (use an additional page, if necessary):

Have you ever been convicted of a major traffic violation? (including reckless driving, DUI, DWAI, or a hit and run) (Yes or No)

If yes, when? _____

Please Explain (use an additional page, if necessary):

Declaration of Applying:

My signature below confirms my declaration of applying and affirms that the information in this application is correct.

Printed Name

*Signature

Date

*For electronic submissions, please type your initials in the signature field.