



Mission: Empower youth and families in rural Uganda through education and enterprise development.

Vision: We seek to develop, educate and inspire youth and families in rural Uganda. In turn, they become self-directed, resourceful and productive members of their communities. As model citizens, they work *together* to determine their own futures.

### **INTO YOUR HANDS AFRICA INTERNSHIP DESCRIPTION: 3/26/2019**

#### **Title: STRATEGIC PARTNERSHIPS AND EVENTS INTERN**

Into Your Hands-Africa is an international nonprofit organization that seeks to empower rural Uganda through education and enterprise development. Our foundational belief is that education and enterprise are intertwined. Program success and sustainability cannot be found without the other. For 19 years, Into Your Hands-Africa has been working with students, families and communities in rural Midwestern Uganda, supporting community empowerment and economic sustainability through advances in education and enterprise programs. We send students to school, create local leaders and teach practical skills intertwined with sustainable enterprise projects as requested by the communities we serve.

**GENERAL SUMMARY OF DUTIES:** The Strategic Partnerships and Events Intern position is an unpaid internship program with possible opportunities for credit. Under the immediate supervision of the Event and Communication Manager, the intern will assist in the creation and management of an effective corporate sponsorship or volunteer program. The fellow will also spearhead all aspects of the organization's annual event including the development of materials, donor lists, in-kind solicitations, vendors and general administration work.

**SUPERVISION RECEIVED:** Each intern must commit to 15 hours per week with flexibility in the exact start and end dates and weekly schedule. The ideal candidate will be able to commit to a minimum of 6 months with preference given to those able to stay 6-8 months. The internship location is the Posner Center for International Collaboration with an ability to work from home 50% of the time.

**BENEFITS/COMPENSATION:** This position is unpaid; however, some of the benefits of working with IYHA include:

- Potential course credit depending on the requirements of your university program
- Acknowledgement and visibility on IYHA website throughout the duration and post internship
- Significant experience in the operation of an international non-profit organization with specific experience gained in program management and event planning;
- Ability to network with staff and volunteers representing over 50 additional non-profit organizations at the Posner Center, as well as, enjoy the benefits of free workshops, seminars, consulting, and fun and educational events provided through a Posner partnership

#### **ESSENTIAL FUNCTIONS:**

1. Coordinates a communication plan and develops an awareness dashboard around outreach activities and events
2. Manages volunteer committees and coordinates all meetings
3. Spearheads event coordination including the development of timelines, calendars and reports
4. Organizes and manages volunteer assignments and coverage at events
5. Assists in set-up and onsite staff support at events
6. Tracks volunteer numbers and hours worked for reporting
7. Manages and leads all event communications including the solicitation of letters and phone calls
8. Assists with the development and maintenance of mailings, media, guests lists, and item pick up
9. Oversees and develop content for social media accounts and analyzes donor demographics and donation patterns for every appeal and event

10. Maintains communication with similar organizations and provide summary information on their scheduled events and activities
11. Researches event sponsorship opportunities
12. Researches corporate volunteer opportunities and reports volunteer data as requested by partners
13. Organizes and coordinates the volunteer program and volunteer projects. Creates information and recruitment materials for volunteers. Sets up regular communication plans to get volunteers involved
14. Maintains all event and volunteer opportunities listed across the organization's website, social media platforms and community boards
15. Researches and attends volunteer recruitment events and volunteer fairs
16. Assist Executive Director with general International NPO administrative tasks.

**PERFORMANCE REQUIREMENTS:**

- Becomes familiar with organizational policies and procedures
- Demonstrated leadership and/or management experience
- Outgoing personality with strong attention to detail
- Excellent time management skills and an ability to work independently
- Proficiency with social media platforms including Facebook, LinkedIn, Instagram and Twitter.
- Self-Driven and resourceful with a willingness to 'jump in' whenever possible
- Outstanding written and oral communication skills; ability to proofread
- A positive, flexible attitude
- Passionate about international nonprofit work
- Flexible with schedule during event time
- Occasional lifting and moving materials as it relates to event prep

**EDUCATION AND EXPERIENCE:** The ideal candidate is an undergraduate, graduate or recent alumni with a background or interest in non-profit field. This individual may possess general business management, international studies, hospitality, events management, marketing or communications. To apply please submit your resume to [annabelle@intoyourhandsafrica.org](mailto:annabelle@intoyourhandsafrica.org).