

Programs Intern

Description

VE Global's investment in its human resources is a key factor in successfully attaining its mission and vision. The Program Intern (PI) will assist the Program Director (PD) in his/her achievement of the highest standards in design and implementation of the VE Global Core Curriculum initiatives (*iVamos a Leer!*, *English in Motion*, *Liga de Deportes*, and *Festival de Arte*) as well as in the selection and recruiting of VE volunteers. The PI will support and assist the Program Director (PD) in leading the program committee team by assigning and delegating appropriate tasks in order to guarantee their proper completion. Additionally, the PI will assist the PD in communicating with potential applicants and other general inquiries through the VE Global *info@* and *apply@* e-mail accounts.

Reports To:

Program Director (PD)

Reported to by:

Volunteers

Responsibilities and Specific Tasks

- Work with the PD to oversee and manage the implementation of (*iVamos a Leer!*, *English in Motion*, *Liga de Deportes*, *Festival de Arte*).
 - Manage and expand inventory of education, sports and arts materials.
 - Communicate with all VE Global volunteers about details and responsibilities during events.
- Assist PD in the leadership and coordination of the Program Committee, including delegation of responsibilities.
- Ensure periodic reporting and analysis of the program to present to the PD and Executive Director (ED).
- Assist PD in volunteer selection and recruiting process, from initial contact (informational and interest inquiries) to in-country arrival
- Assist PD in the administration of and communication with external stakeholders (volunteers, donors, etc.) by responding to enquiries in the VE Global *info@* and *apply@* email accounts
- Assist PD in coordination of pre-departure communication and volunteer arrival and placement logistics.

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Preferred Qualifications

- Course work in Social Work, Psychology, Education, Human Resources, Communications, Public Policy, or related fields
- Leadership and management experience
- Strong teamwork and interpersonal relationship skills
- Excellent organization, communication and critical thinking skills
- Strong written and oral communication skills in English and Spanish
- Enthusiasm and passion for VE's work
- Proficiency in Office, GoogleApps, Database Management and other computer skills (HTML experience a plus)

Terms

The PI is a part-time, unpaid internship position. The minimum weekly commitment should not be less than 20 hours per week. The intern must be available to fulfill their scheduled work hours during the VE office hours of 10 a.m. – 6 p.m. Monday through Friday; however, interns may also be expected to work outside of these scheduled hours and should be willing to provide extra support when necessary (including some weekends).

Interns assume responsibility for their own individual health insurance coverage. Interns must commit to a **minimum 3-month** internship and will accrue 2 vacation days per month (at full-time commitment; 1 vacation day per month at ≤ 20 hours/wk). Vacation must be approved by the PD and ED with at least 2 weeks prior notice.

How to Apply

Intern positions are limited and competitive. Applications will be received on a rolling basis, with positions being filled as needed and when available. Please submit cover letter and resume (.doc or .pdf) through VE Global's online intern application at: <http://ve-global.org/about-us/internships/intern-application>. Applications may be shared internally with VE Global Staff for review, and interviews will be scheduled with selected applicants.