

## Givology Internship Overview

Givology is currently seeking interns to fulfill the following roles:

- A. **Givology Research Internship:** Research interns identify the next field partners and localities which Givology should target and serve. Additionally, they assist in the evaluation and improvement of Givology's existing field operations.
- B. **Givology Development Internship:** Development interns gain exposure to non-profit operations and assist the Givology team on PR, marketing, and outreach, among other functions. The development internship provides practical business skills and a hands-on experience in operating Givology.

Applications are accepted on a rolling basis, and should be sent to [info@givology.org](mailto:info@givology.org). The internship has a minimum duration of **three weeks**, with an expected contribution of at least 12 hours per week.

The internship is an **unpaid, volunteer-based position** designed to increase Givology's impact and provide the participant an in-depth experience into the strategic thinking and responsibilities involved in operating an online non-profit.

## Roles and Responsibilities:

### A. Research Internship

Unlike the Givology research fellowship, no field work is involved. The intern becomes an extension of the Givology core team for a fixed number of weeks, as he or she works to identify new partners and countries that Givology should serve.

The research intern will be integrated into the execution process of formalizing the partnership, and will receive extensive training. Responsibilities include:

- Identifying innovative grassroots NGOs and schools whose work Givology should sponsor
- Initiating dialogue with the aforementioned organizations to discuss the details of collaboration and overseeing the diligence process
- Coordinating the partnership formation process
- Assisting with the translation, quality control, and online posting of received profiles from the newly formed partnerships
- Structuring Givology campaigns in support of partner NGO work
- Blogging on Givology on issues in education, raising awareness of education inequalities

## **B. Development Internship**

The Givology development internship provides a hands-on experience in non-profit management and strategic development. Development interns will be matched with an executive team member of Givology, and will work closely together to improve Givology's current services and structure. Intern projects span the fields of:

- Marketing
- Public Relations
- Media/Newsletter/Communications
- Fundraising
- Finance
- Online strategy
- Legal
- Chapter formation
- Translation

Interns are expected to lead a project, and will be provided the resources and support to do so. Some sample intern projects are: writing newsletter articles, structuring an online donor campaign, reaching out to media and blog networks, and helping start Givology chapters at universities and high schools.

Pro-active attitude and capacity to do independent work are essential. Extensive mentorship will be provided. There is no minimum age requirement – people of all ages are encouraged to apply!

## **Application Process**

1. Complete the internship application form (available on our website)
2. Send the completed application to [info@givology.org](mailto:info@givology.org)
3. A Givology team member will contact you for a short interview to discuss your interests, project preferences, and logistics
4. If the application is successful, a Givology executive team member will be assigned as your mentor. The intern will work closely with the Givology executive team member. Training and additional resources will be provided.