

September 7, 2022

ANNOUNCEMENT

SEEKING RESOURCE DEVELOPMENT INTERN

OVERVIEW

FHI 360 seeks motivated self-starter to serve as a Resource Development Intern for the global BTE program. FHI 360 is interested in students who want to learn more about developing resources that support college and career readiness, drafting communications and social media content, and providing re-branding support. Under close supervision, the intern will perform entry level professional duties, as well as have the opportunity for professional training in various functional areas throughout the organization. Internship assignments serve to offer practical experience and broad exposure to a global nonprofit development organization.

The Resource Development Intern position is within FHI 360's National Institute for Work and Learning (NIWL). NIWL advances work and learning outcomes for communities, workforce systems, and individuals. We build bridges between work and learning by promoting shared goals and common understanding, as well as expanding research-based strategies. The internship has a flexible schedule based on project needs. Interns are expected to provide 15 hours per week of support for 5-6 week (approximately 90 hours); a stipend will be disbursed for work provided. This position reports to NIWL's Communications Specialist.

Qualified applicants will have:

- Knowledge of the local BTE program;
- Strong communication, public speaking, and organizational skills;
- Ability to work with business leaders and global BTE program staff;
- An eagerness to learn; and
- A curious mind.

Anticipated Duration & Compensation

- October 3, 2022 – November 11, 2022 (6 weeks); extension possible
- Honorarium: \$1,500 USD

Skills Gained and Learning Opportunities

- Practical experience with a large, global non-profit organization
- Shadowing, mentoring, and training opportunities with communications and program management professionals working the College & Career Readiness (CCR) space.
- Training and engagement opportunities related to youth-centered resource development, resource maintenance, workforce development, and college & career readiness
- Experience working with an interdisciplinary team addressing global education and workforce challenges.

Anticipated Project(s) and Assignment Details

The intern will contribute to various team or project activities under the direction of their supervisor in the following ways:

- Update college & career readiness resources for the Bridge to Employment program, including new branding templates and revising content
- Research workplace readiness skills for new college graduates
- Assist in developing new content for college and career readiness activities
- Participate in meetings with CCR team to learn about learning and workforce development strategies and goals
- Develop college and career readiness social media content utilizing BTE branding
- Assist with project-related administrative tasks, as needed

Qualifications and Competencies

- BTE Graduate and/or currently enrolled student in a post-secondary degree program, preferably in English, Communications, Marketing, Design, or related field, preferred.
- Demonstrated interest in related subject areas, including Education, Communications, and/or Marketing
- Strong writing and copyediting skills
- Detail-oriented
- Familiarity with Microsoft Word and PDF programs, such as Adobe Acrobat or Foxit, and Canva
- Able to communicate in a clear, professional manner both in writing and speaking
- Must be able to work independently in a virtual environment
- Must be able to read, write, and speak fluent English
- Spanish language skills are a plus

Technology to be Used

- Personal Computer
- Microsoft Office Suite, including Outlook email
- Foxit PDF (or Adobe Acrobat)

Other Requirements

- This position is 100% remote.
- Interns must have reliable, high-speed internet access.

Next Steps

Qualified applicants should submit a Cover Letter and Resume/CV by 5:00pm EDT on Friday, September 23, 2022 to bte@fhi360.org. Late applications will not be considered. Interviews will be scheduled for the week of September 26th with an estimated October 3rd start date.