

Networks for Change Summer Intern Job Description List – 2010

Networks for Change

NPO Recruitment Interns:

- **Job Description:** Interns will be key members of the recruitment team at NFC. Reporting to the NPO and Marketing Officer, interns will engage in cold calling, emailing and in-person client facing across Canada to recruit new members to NFC. The objective of this position is to network and communicate the value and results of NFC to potential clients, and the role will be diverse. Tasks include online research to identify and approach relevant organizations, contacting organizations through a variety of media (chiefly email, calls and client facing); arranging for follow-up calls and other mediums of communication as needed. Deliverable is to meet your target number of new registrants (which will be determined based on the geographic area to which you are assigned). As “faces” of NFC to the public, this position will require interns to effectively communicate the energy and passion of the organization in a composed and professional manner. Ultimately this position is about building relationships between Industry and NFC.
- **Candidate Capabilities and Requirements:** -Excellent communication (written and oral) and interpersonal skills; candidates must be friendly and polite, yet able to get to the point in cold calls and in-person conversations while projecting confidence and control of messaging
 - Organizational and time management skills
 - Online research skills
 - Ability to work with ambiguity
 - Ability to work remotely and independently, while delivering results
 - Proactive and able to work with one’s initiative
- **Time Commitment:** 15-30 hours per week
- **Duration:** May-August 2010

Web Development Interns:

Job Description: To assist in testing, error tracking, and quality assurance of Networks for Change web development initiatives, assist Web Project Manager and Web Manager in daily monitoring of client concerns and support, and to create "How-To" guides and help tutorials for NFC applications.

Requirements:

- Technical or programming experience an asset
- Familiarity and access to programs such as Photoshop and Dreamweaver an asset
- Must be able to work independently
- Excellent time management and communication skills
- Must be a team player
- High level of interest in non-profit organizations is strongly encouraged
- Must be willing to telecommunicate

Apollo Module Interns:

What is Apollo? Apollo is one of the four base modules of Networks for Change. It is the social media section of the site, especially a news databank of articles aimed at keeping NPOs up-to-date on the latest trends and news stories in the non-profit sector. Registered users can upload articles to Apollo and make comments on posted items while the unregistered public is welcome in a viewing capacity only. Apollo offers a variety of content and users are welcome to pull articles from other websites.

1. **Web Intern:** This intern will be responsible for duties that pertain to the maintenance and development of the Apollo section of the website. Development and maintenance includes monitoring the website checking for discrepancies and solving any problems, collaborating on new segments to add to the website, inputting articles, media, or items for the NFC Admin, as well as developing and sharing new idea's and concepts to expand the website.
 - a. Time commitment: 15-30 hours per week
2. **Media/Journalism Intern:** This intern is responsible for finding articles for the NFC Admin to post on Apollo, This interns responsibilities include searching different sources of media to find articles that are in regards/relating to the non-profit sector, researching and writing pieces for the NFC Admin to be posted onto the website, ensuring the integrity of the articles being posted by Apollo members (ie making judgment calls on articles that are flagged offensive), checking for false information or stories, writing proposals and invitations, etc.
 - a. Time commitment: 15-30 hours per week
3. **Social Media Marketing Intern:** This intern will be responsible for creating new ways to get Apollo's name out to the social media community and to the general public. This intern will directly be assisting me in developing strategies to market Apollo as a premier non-profit news website/network. This intern should have a strong knowledge of using social media sites such as Facebook, Twitter, and blogging etc as well as the knowledge to make feeds go viral. IT IS VERY IMPORTANT that this intern have a strong passion and interest in neo-marketing methods (no generic text book marketing methods)!
 - a. Time commitment: 15-30 hours per week.
4. **General Intern:** This intern will be assigned any duties that need to be done regarding the site this includes duties from the other three categories listed above. The duties will not be strenuous in their craft just some light contribution to help the NFC Admin or the other interns.
 - a. Time commitment: 15-30 hours per week.

Athena Module Interns

What is *Athena*? *Athena* is the most instructive of the Networks for Change features. *Athena* is an online encyclopaedia consisting of articles and forums aimed at assisting individuals and organizations with the creation and management of non-profit organizations. *Athena* results in an invaluable collection of definitions and guides, impeccably organized and searchable for anyone starting, or already part of, an NPO.

- Job description: Networks for Change is looking for motivated interns to research issues relevant to the operation of non-profit organizations. Topics examined include (but are not limited to): communications, technology, legal structures, and financial organization. Candidates must be able to perform independent research and then present it clearly and concisely in article form. Applicants should include a writing sample and CV.
- Time Commitment: various
- Duration: various

Olympus Module Interns

What is *Olympus*? *Olympus* is the most fundamental aspect of the NFC features. *Olympus* is an NPO's gateway to the public. It displays the member's profile, news blog, events calendar, contact information, photo gallery, mailing list registration, and donation system. *Olympus* offers a simple and intuitive user interface where even novice computer users will feel at ease.

Job Description: The interns will be responsible for helping in the operations and maintenance of the fundamental *Olympus* model. They will be required to test the modules usability as well as come up with proposals and solutions to increase the accessibility of *Olympus*. They will also be required to carry out their own research to find viable solutions to any problems associated with the model. As the model moves past the testing phase, They will be responsible for helping to monitor the module as well as responding to user questions/problems and proposing changes to eliminate these problems.

Candidate Requirements:

- Knowledge of and proficiency with HTML is definitely an asset
- Strong-problem solving skills and the ability to proactively find solutions by one self
- Some knowledge of web design would be helpful but not necessary, but computer knowledge is mandatory
- Ability to think outside the box and be innovative
- Excellent time management skills
- Research skills
- Must be a team player
- Strong communication skills required as well as being willing to telecommunicate
- High level of interest in non-profit organization is strongly encouraged

Time Commitment: 10-15+ hours per week (up to 40 hours per week) (some part-time and full-time positions)

Duration: Summer (May-August); long-term

eMerge Magazine

What is *eMerge Magazine*?

eMerge Magazine is a non-profit magazine for the non-profit sector, which strives to increase communication, efficiency and effectiveness in the non-profit sector and develop a strong community, through the provision of a plethora of diverse, engaging and relevant information to non-profit organization, thus increasing NPOs and the general public's knowledge and understanding of the non-profit community and allowing NPOs and the general public to connect through a multi-media publication.

1. Summer Interns

- a. Job Description: *eMerge Magazine* is looking for summer interns to fill a number of roles and responsibilities, including:
 - i. Writer Recruitment
 - ii. Basic editing for articles
Article Writing
 - Distribution
- b. Qualifications: Interested Candidates should have the following qualifications:
 - i. Ability to work independently with minimal supervision
 - ii. Excellent organizational skills
 - iii. Writing and/or Editing Experience
 - iv. Journalism experience is a plus
 - v. A strong desire to make a difference in the world!

2.

3. Global Correspondents

- a. Job Description: *eMerge Magazine* is looking for Global Correspondents to provide an international scope to its magazine content. Writers will be responsible for writing a monthly column on what is going on, in and around, their area of the world (either country or regional in the non-profit sector, ranging from local to global issues of important in the field. Candidates, on occasion, will also be asked to write features for the magazine.
 - i. Interested Candidates should have the following qualifications:
 - ii. Ability to work independently with minimal supervision
 - iii. Currently living in country of interest
 - iv. Excellent organizational skills
 - v. Writing and/or Editing Experience
 - vi. A strong desire to make a difference in the world!
- b. Note: these jobs are not necessarily confined to the summer of 2010; they are, potentially, an ongoing commitment.

The Research and Policy Institute for Innovative Collaboration Studies

What is the RPIICS? The Research and Policy Institute for Innovative Collaboration Strategies aims to conduct ongoing research in the field of non-profit collaboration studies, with the goal of developing concrete policy in non-profit implementation. The institute was born because of the idea that collaboration amongst non-profits is not only desirable, but increasingly necessary for organisations to survive in today's competitive environment.

Job Description:

- Interns will be responsible for choosing one of the five issues of focus of the institute and consequently finding within the issue one example of successful collaboration, anywhere in the world. The interns are then responsible for providing an in-depth case study analysis of this example of collaboration success – doing so may include meeting organizations to discuss their collaboration efforts if they are local, contacting them by email or other means, or finding other creative ways to provide an in-depth analysis into their collaborative efforts (at NFC we value creativity and initiative!) The final report will present in an interesting, original, and detailed way on how these organizations collaborated, why, and why it worked, thus serving as an example for other organizations in the non-profit sector.
- Rather than always focusing on obstacles that must be overcome, the institute also wants to approach the issue of collaboration by highlighting and putting in value examples of organizations that have collaborated and thrived as a consequence of this organization.

Qualifications:

- Highly motivated with a strong sense of initiative
- Ability to work independently
- Excellent analysis and writing skills
- Demonstrate interest/experience in the non-profit sector
- Outgoing and sociable personality
- Originality and creativity

Time Commitment and Duration: various