



## JOB TITLE: Intern

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JOB PURPOSE: **Take a servant-leadership role** in an organization dedicated to promoting mentoring, one protégé at a time.

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REPORTS TO: Dr. Gabe Veas

DATE OF DESCRIPTION: 2012

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### General Functions

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- Intern is responsible for helping to facilitate the work of *One Protégé* through joining a dynamic team of innovative individuals who are committed to making a difference in the lives of people around the globe.

### Educational Requirements

- Graduate or current college student with a history of leadership experience
- Attend an orientation training prior to the start of internship
- Ability to make a minimum four month commitment

### Individual Must Exhibit

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- Integrity
- Openness to learn
- Willingness to take initiative
- Teamwork mentality

### Principal Activities

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- Spend at least three hours a week working in our Los Angeles office or out in the field
- Spend at least an hour a month evaluating performance
- Participate in monthly online video conference on Saturday mornings
- Work closely with staff to develop *One Protégé's* presence on an international level
- Fulfill the designated internship role which has been assigned

### Benefits

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- Develop and utilize academic research skills at the grass-roots level
- Gain an understanding of accountability within the non-profit world, specifically in regards to program outcomes and fundraising
- Refine leadership and organizational qualities necessary for further leadership opportunities

### Compensation

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- This is a non-paid position

### Contact Info

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- To obtain an application or to get answers to any questions, please email [Contact@OneProtege.com](mailto:Contact@OneProtege.com)
- To learn more about this organization please visit [www.OneProtege.com](http://www.OneProtege.com)

# SEVEN INTERNSHIP ROLES: Range of Activities

## App Development

- Design engaging, user-focused apps that serve educational institutions
- Construct high quality software systems through test-driven development
- Delivery focused, achievable, strategy for implementation

## Audio & Visual Production

- Helping to produce high quality mentoring curriculum through filming or editing footage
- Graphic design work to produce materials such as infographics, flyers, or animated shorts
- Documenting the work of One Protégé through photos, audio recordings, or video that would inform others of what is being accomplished through this organization with an emphasis on creatively celebrating effective mentoring

## Administrative Support

- Following through on specific assignments provided by *One Protégé* such as phone calls, letter writing, sorting & filing paperwork, logistics around events such as making reservations and following up on tasks

## Event Production – Coming 2013

- Setting up or breaking down events
- Moving supplies
- Providing transportation to speakers or guests
- Picking up food for an event
- Being on the ground to do what is necessary at a given location
- Helping to facilitate a training event
- Providing information and selling resources at a table

## Research Assistant

- Conducting a review of relevant talks, books, curriculum, & speakers that would inform mentoring and leadership development curriculum and activities
- Utilize academic research skills at the grass-roots level by investigating training programs for a report on the state of mentor & protégé preparation
- Identify and collect data on key leaders in order to develop key lists such as the Top 40 Females Under 40 in the field of mentoring
- Determine what services educational organizations are providing within specific cities
- Identify key educational/non-profit leaders to build relationships with
- Maintain database work through collection and analysis, which will help develop strategic partnerships

## Resource Specialist

- Helping to secure financial/volunteer/other donations from businesses
- Helping to put together fundraising events

## Viral Marketing

- Spending time online, strategically utilizing social media to promote *One Protégé* brand through creating buzz on sites such as Twitter, Facebook, or YouTube