



The international nonprofit buildOn is seeking enthusiastic interns to help to support our after school programs. The successful applicant will work directly with Program Coordinators on a multitude of dynamic service learning projects in our partner high schools. Interns will get the opportunity to see how a major nonprofit operates and learn program management skills through buildOn's after school programs.

Reports to: Missy Shields New York Regional Program Manager, U.S. Programs Department

Salary: Unpaid

Commitment: 5-15 hours a week typically working 1 afternoon/week (2pm-6pm) and 4 hours each Saturday, December 2011-June 2012

Start date: December 16, 2011

Location: Bronx, Manhattan, and Brooklyn

Summary of Duties:

- Lead presentations in high school classrooms to recruit new students to the program
- Co-lead after school meeting
- Lead buildOn students in activities focused on global education, sponsorship and service
- Promote Saturday service trips and recruit buildOn students to attend
- Co-lead Saturday service trips and serve as liaison with service partner

Education, Experience & Skills:

- Pursuing a career in international affairs, education, or non-profit management
- Access to reliable transportation to travel to schools, projects and the office
- Experience and enthusiasm for working closely with high school students
- Public speaking, group facilitation, and strong organizational skills are essential
- Demonstrable ability to self-organize, pay attention to detail, project plan, and event manage
- Strong computer, budgeting, presentation, communication, leadership, and database management skills.
- Proven results in meeting goals and deadlines, and increasing quantitative impact.

To Apply: Complete the application and submit your resume to nyinternship@buildon.org.