



Program Intern 2021

Description

- The A2S Program Intern will work directly with the U.S. and Nigerian staff to plan and implement our programs in the US and Nigeria and special projects regarding our programming. The goal is that this intern would assist with the A2S Summer Programs to participate in the leadership of our camps and gain first-hand knowledge of A2S's programs in Nigeria.
- The position will work with the Executive Director to learn and understand the process of creating and growing a nonprofit organization and create a more detailed "story" of A2S-Access to Success. The internship may involve travel/events to visit major donors and founders.
- Work with administration to learn day-to-day activities involved in running a nonprofit organization.
- Learn how to take information and present it to donors and grant organizations to understand A2S programs and the results.

Projects

- Create "programs in a box" for various A2S programs
- Involved research and communication with A2S staff members to create procedures and information on how to recreate/implement programs efficiently
- Streamline/create SOPs to be most effective and efficient.
- Coordinate/investigate classes/skill-building through our LinkedIn Learning network and assist staff with reaching goals and fulfilling objectives.

Skills:

- Basic knowledge of Google Docs, Excel, QuickBooks, Microsoft Office, and various donor software programs is beneficial.