

**SPEAK MENTORSHIP (SPEAK)
JOB DESCRIPTION**

Job Title: Special Projects Intern
Job Location: Boston/Philadelphia/New York
Immediate Supervisor: Executive Director
Employees Supervised: Not Applicable
Pay rate: Volunteer
Work hours: Part-time;

Prepared By: Executive Director

Approval: Hetal Jani

Date Approved: August 2018 Executive Director

General Description/Position Summary

The Special Projects Intern will assist with the planning and implementation of a student trip to multiple universities in one of the cities we serve for the 2018 – 2019 year. Additionally, they will assist with the planning and implementation of the SPEAK Summit, held in March of 2019, and our week long SPEAK Summer Camp to be held the end of June or mid-July. The Special Projects Intern must be present for all events. Expenses will be covered up until a certain amount.

Duties and Responsibilities

- Logistical planning, including events, scheduling, site visits, activities
- Communications with key stakeholders
- Delivery of pertinent materials to gather attendee information at different events
- Communication via social media regarding updates around the event
- User research to understand best planning
- Collecting, analyzing, and reporting related data
- Identify information from program that can be used for social media to generate awareness

Required and Preferred Qualifications

- Minimum of a BA, and 2 years experience planning related events and programs
- Ability to work flexible hours
- Experience working with young adults required
- Start-up and nonprofit experience a plus
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for SPEAK Mentorship's mission
- Highly organized and motivated.
- Knowledge of and commitment to serving American citizen girls of immigrant or first-generation backgrounds, and advocating for their development as they pursue knowledge of careers before transitioning from high school to college
- Ability to work independently and as part of a team.

Performance Standards

- Performs functions with attention to detail, appropriateness, accuracy, and promptness, proactive in communication efforts.
- Meets deadlines and commitments towards all constituents, ensuring program effectiveness.
- Able to be inclusive of all voices, helping to grow all important networks.
- Demonstrates initiative and creativity to anticipate and solve problems.
- Demonstrates effective working relationships with whole SPEAK Mentorship team and stakeholders.
- Proposing and reaching short term goals to keep the organization progressing, while also establishing long term goals aligned with long term vision.
- Flexible and collaborative approach to work, working within defined role and opening lines of communication with all individuals for a healthy organizational culture.
- Being an upstanding citizen of the organization by conscientiously advancing organizational culture.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. SPEAK Mentorship has the right to revise this job description at any time. The job description is not a contract for employment.

SPEAK Mentorship Inc. is an EEO.