**Programs Intern**

Skills & Experience

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* Some coursework in related field (insert related field subjects) or related
* Attention to detail, well organized
* Access to own computer/internet to work from home
* Creative thinker
* Excellent written communication skills

Deliverables/Duties

* Create a needs assessment based on review of current programs, similar resources used by other organizations, and feedback;
* Create a program plan and proposal : preliminary outline of the who, what, and why;
* Assist with promotion and recruitment of participants for the programs, the procuring of supplies, and the facilitation of activities;
* Assist with research pertaining to the creation, delivery and results of the program.

Time Commitment

This internship is based on a project timeline, with check-in meetings every two weeks by phone or in person. A more detailed timeline will be provided at the interview for the applicants’ information.