FYP Intern

FYP Intern 2024 | Key Areas for Development

11/15/2024

FYP Internship 2025.pdf

Key Areas for Development

- Impact Measurement & Metrics
  - Current gaps:
    - Lacks clear, quantifiable impact metrics beyond basic reach numbers
    - No clear theory of change with measurable outcomes
    - Missing impact evaluation framework
  - Needs to learn:
    - How to develop SMART impact metrics
    - Methods for tracking and measuring social return on investment (SROI)
    - Impact evaluation methodologies
    - How to build data collection systems from day one
- Financial Sustainability & Revenue Model
  - Current gaps:
    - Heavy reliance on volunteer model
    - No clear revenue streams identified
    - Lacks sustainable funding strategy
  - Needs to learn:
    - How to develop diverse revenue streams (beyond donations)
    - Building earned income strategies
    - Financial modeling for nonprofits
    - Budget forecasting and management
    - Unit economics of program delivery
- Program Scalability
  - Current gaps:
    - Current model heavily dependent on individual relationships
    - Manual processes for key operations
    - Unclear standardization of programs
  - Needs to learn:
    - How to systematize and standardize programs
    - Creating scalable operating procedures
    - Building tech infrastructure for scale

- Managing growth while maintaining quality
- Developing training systems for new team members
- Fundraising Strategy
  - Current gaps:
    - No clear fundraising strategy
    - Missing compelling case for support
    - Limited donor cultivation plan
  - Needs to learn:
    - Grant writing
    - Major donor cultivation
    - Building fundraising pipelines
    - Creating compelling pitch decks
    - Developing relationships with foundations
    - Understanding different funding instruments
- Partnership Development
  - Current gaps:
    - Ad hoc partnership approach
    - No clear partnership strategy
    - Limited formal agreements
  - Needs to learn:
    - How to structure strategic partnerships
    - Creating partnership agreements
    - Managing partner relationships
    - Building corporate partnerships
    - Developing cross-sector collaborations
- Market Analysis & Positioning
  - Current gaps:
    - Limited market analysis
    - Unclear competitive advantage
    - Undefined target beneficiary segments
  - Needs to learn:
    - Conducting market research
    - Defining clear value proposition
    - Understanding competitor landscape
    - Segmenting beneficiary populations
    - Positioning for different stakeholders
- Communication & Marketing
  - Current gaps:
    - Informal communication strategy
    - Limited brand development
    - Inconsistent messaging
  - Needs to learn:
    - Developing strong brand identity
    - Creating marketing strategies
    - Building communication plans
    - Storytelling for impact

- - Social media strategy
- Legal & Compliance
  - Current gaps:
    - Basic legal structure
    - Limited compliance procedures
    - Informal policies
  - Needs to learn:
    - Nonprofit legal requirements
    - Compliance regulations
    - Policy development
    - Risk management
    - Intellectual property protection

FYP Intern 2024 | Program Analysis

A Beginner's Guide to Building Effective Social Impact Programs

? CURRENT STRENGTHS - What's Working Well

Strong Foundation:

1. Mission Alignment & Values
   - Program clearly reflects FYP's youth empowerment goals
   - The focus on giving interns agency aligns with organizational values
   - Community-building emphasis shows good social impact thinking
2. Program Structure
   - Clear 5-phase implementation plan makes sense
   - Good progression from guided to independent work
   - Smart division into different tracks for different interests
3. Learning Integration
   - You've learned from your first attempt
   - Honest about what didn't work
   - Willing to make changes based on feedback
4. Balanced Focus
   - Combines practical skills with community building
   - Addresses both personal and professional development
   - Creates meaningful connections

? AREAS FOR DEVELOPMENT - What Needs Work

1. Impact Tracking
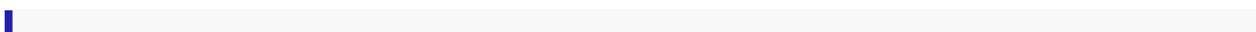
> *"You can't improve what you don't measure, and you can't prove value without data"*

Current Challenge Explained: Right now, saying you'll "impact 1500 people" is like saying you'll "make people happy" - it's a nice goal, but how do you know when you've achieved it? Without clear measurements, it's hard to:

- Show funders your program works
- Know what to improve
- Understand if you're making a difference

What Good Impact Tracking Looks Like:

```
Before: "We'll impact 1500 people"
After: "In our last cohort:
- 90% of interns gained new technical skills
- 85% found employment within 3 months
- Each intern connected with 5 new mentors
- 70% stayed involved with FYP after graduating"
```

Practical Steps to Start:

1. Create a Simple Tracking System
   - Use Google Sheets (free and easy)
   - Start with basic numbers:
     - Number of applications
     - Completion rate
     - Project success rate
     - Post-program engagement
2. Measure Intern Growth
   - Skills assessment (before & after)
   - Confidence levels
   - Network growth
   - Career progress
3. Track Program Health
   - Mentor satisfaction
   - Resource utilization
   - Cost per intern
   - Community engagement

Real World Example: Think of it like a fitness journey. You don't just say "I want to get healthy" - you track specific things like weight, running speed, or strength. The same applies here - track specific, meaningful changes in your interns and program.

📖 Essential Reading:

1. "Lean Impact" by Ann Mei Chang
   - Perfect for beginners
   - Lots of practical examples
   - Step-by-step guidance
2. "Measuring Social Impact" by Marc J. Epstein
   - More advanced concepts
   - Good for future growth
   - Comprehensive frameworks

2. Program Sustainability

> ❝ *"A program that can't sustain itself can't help others"*

Current Challenge Explained: Your program currently feels like a car without a fuel gauge - you know you need resources to run, but you're not sure how much you have or where to get more. This makes it hard to:

- Plan for the future
- Support your team
- Scale your impact

Key Components of Sustainability:

1. Financial Planning

   ```
   Basic Costs to Consider:
   - Direct costs (intern stipends, materials)

   - Indirect costs (platform subscriptions, tools)

   - Hidden costs (staff time, mentorship hours)

   - Emergency fund (unexpected expenses)
   ```

2. Resource Management
   - Human Resources:
     - Mentor availability
     - Staff capacity
     - Volunteer engagement
   - Material Resources:
     - Technology needs
     - Training materials
     - Communication tools

3. Partnership Development
    - Potential Partners:
        - Local businesses
        - Universities
        - Foundations
        - Corporate sponsors
        - Government agencies
    - What to Offer Partners:
        - Access to talent
        - Social impact metrics
        - Community engagement
        - Brand association

Practical Steps to Start:

1. Month 1: Basic Financial Planning
    - List ALL costs (even small ones)
    - Calculate cost per intern
    - Identify funding gaps
2. Month 2: Resource Mapping
    - Document current resources
    - List needed resources
    - Identify potential sources
3. Month 3: Partnership Building
    - Research potential partners
    - Create simple pitch deck
    - Start outreach

Real World Example: Think of program sustainability like maintaining a garden. You need:

- Regular resources (water, sunlight)
- Different types of support (soil, fertilizer)
- Long-term planning (seasonal changes)
- Community help (gardeners, tools)

3. Quality Standards

> ❝ "*Quality isn't expensive, it's priceless - especially when working with young people's futures*"

Current Challenge Explained: Your program is like a restaurant where each chef cooks differently - some meals might be amazing, others just okay. Without standards:

- Each intern gets a different experience
- Mentors aren't sure what "good" looks like
- It's hard to guarantee program value
- Difficult to train new team members

Key Components of Quality Standards:

1. Mentor Standards

```
Basic Requirements:

- Weekly check-ins (minimum 30 minutes)

- Monthly progress reviews

- Regular feedback sessions

- Professional communication

- Response time expectations
```

2. Program Experience Standards

```
Core Elements:

- Onboarding process

- Learning milestones

- Project requirements

- Skill development tracking

- Community engagement
```

3. Documentation Standards
   - Required Documentation:
     - Intern progress reports
     - Project outcomes
     - Learning achievements
     - Feedback collected
     - Issues addressed

Practical Steps to Start:

1. Create Basic Handbooks
   - Mentor Handbook:
     - Role expectations
     - Meeting requirements
     - Communication guidelines
     - Problem-solving procedures
   - Intern Handbook:
     - Program overview
     - Expected commitments
     - Project guidelines
     - Available resources

2. Establish Simple Review Systems
   - Weekly Check Format:
     - What was accomplished?
     - What challenges arose?
     - What support is needed?
     - Next week's goals
   - Monthly Review Format:
     - Skills developed
     - Projects completed
     - Goals achieved
     - Areas for improvement
3. Build Quality Checkpoints
   - Program Milestones:
     - Orientation completion
     - Project initiation
     - Mid-program review
     - Final presentation
     - Exit interview

Real World Example: Think of quality standards like a recipe book. Even if different chefs make the same dish, following the same basic recipe ensures everyone gets a good meal. Your standards ensure every intern gets a valuable experience.

📖 **Essential Reading:**

1. "Quality Standards Handbook" by The Mentoring Partnership
2. "The Mentor's Guide: Facilitating Effective Learning Relationships" by Lois J. Zachary

4. Growth Strategy

> ❝ *"Growth without breaking what makes you special"*

Current Challenge Explained: Your program is like a growing plant without a trellis - lots of potential but needs structure to grow strong. Without a growth strategy:

- Hard to plan resources
- Difficult to maintain quality while expanding
- Risk of losing core values
- Missed opportunities for impact

Key Components of Growth Strategy:

1. Vision Planning

```
Key Questions to Answer:
- Where do we want to be in 1 year?
- What impact do we want to have?
- How many interns can we support?
- What resources will we need?
```

2. Scaling Pathways
   - Geographic Expansion:
     - New locations
     - Virtual programs
     - Hybrid models
   - Program Expansion:
     - New tracks
     - Additional skills
     - Deeper specializations
   - Community Growth:
     - Partner organizations
     - Alumni network
     - Mentor community
3. Growth Infrastructure
   - Systems Needed:
     - Training materials
     - Documentation
     - Communication platforms
     - Data management
     - Quality control

Practical Steps for Growth:

1. Month 1: Assessment

```
Document Current State:
- Number of interns
- Available mentors
- Resource utilization
- Program costs
- Success metrics
```

2. Month 2: Planning

```
Create Growth Plan:
- Set realistic targets
- Identify resource needs
```

```
- List potential barriers

- Plan mitigation strategies
```

3. Month 3: Preparation

```
Build Infrastructure:

- Develop training materials

- Create standard processes

- Establish monitoring systems

- Set up feedback loops
```

Growth Readiness Checklist:

☐ Core program documented

☐ Quality standards established

☐ Mentor training system created

☐ Resources secured

☐ Impact metrics defined

☐ Support systems in place

☐ Team capacity confirmed

☐ Risk management plan created

Real World Example: Think of growth like franchising a successful restaurant. Before opening new locations, you need:

- Documented recipes (processes)
- Training systems (mentor development)
- Quality controls (standards)
- Supply chain (resources)
- Customer feedback (impact measurement)

Common Growth Pitfalls for Beginners:

1. Growing too fast
2. Forgetting core values
3. Neglecting quality
4. Underestimating resource needs
5. Losing personal touch

Solutions:

- Start with small expansions
- Document everything

- Build systems before growing
- Keep mission central
- Stay connected to community

📖 **Essential Reading:**

1. "Scaling Up Excellence" by Robert Sutton and Huggy Rao
2. "Forces for Good" by Leslie Crutchfield and Heather McLeod Grant

? INTEGRATING QUALITY AND GROWTH

The key is to balance quality maintenance with thoughtful growth:

1. Quality First, Then Growth
   - Perfect your current program
   - Document what works
   - Build strong foundations
   - Then expand carefully
2. Systems Before Scale
   - Create robust processes
   - Train team thoroughly
   - Test and refine
   - Scale gradually
3. Community at the Center
   - Keep mission focus
   - Maintain relationships
   - Preserve culture
   - Grow authentically

Remember: Quality and growth aren't opposing forces - they're partners in creating lasting impact. Build quality into your growth plans from the start.

? KEY PRINCIPLES FOR BEGINNERS

1. `Start Where You Are`
   - Use what you have
   - Begin with basics
   - Don't wait for perfect conditions
2. `Document Everything`
   - Keep simple records
   - Write down what works
   - Note what doesn't work
3. `Ask for Help`
   - Connect with other programs
   - Join nonprofit networks

- Find mentors
4. `Focus on Basics First`
    - Master fundamental processes
    - Build strong foundations
    - Then add complexity
5. `Learn as You Go`
    - Expect mistakes
    - Adjust quickly
    - Share learnings

? FINAL ADVICE FOR BEGINNERS

> Remember: Every successful program started exactly where you are. The key is to:
>
> 1. Start small but start now
> 2. Learn constantly
> 3. Stay focused on your mission
> 4. Build strong foundations
> 5. Grow thoughtfully

FYP Intern 2024 | POST-PILOT 90-DAY ACTION PLAN

> ❝ Building on First Cohort Experience with Ji Min, Reem, and Shufan

Month 1: Pilot Analysis & Learning Capture

> ❝ *"Learn deeply from experience before scaling"*

```
Week 1: Comprehensive Pilot Review
FOCUS: Data Collection & Analysis
- Interview all pilot interns (Ji Min, Reem, Shufan)
- Survey all mentors (Yourself, Joanna, Sahith)
- Analyze all existing documentation
- Compile pilot metrics

Daily Tasks:
- Monday: Create interview/survey templates
- Tuesday: Conduct intern interviews
- Wednesday: Conduct mentor interviews
- Thursday: Analyze existing data
- Friday: Compile initial findings

Week 2: Impact Analysis
FOCUS: Value Assessment
- Document all pilot outcomes
- Map pilot successes:
  * Projects completed
  * Skills developed
```

* Community connections made
  * Post-internship engagement
- Identify improvement areas:
  * Early direction challenges
  * Online communication issues
  * Attendance patterns
  * Engagement levels

Daily Tasks:
- Monday: Map all project outcomes
- Tuesday: Document skill developments
- Wednesday: Analyze engagement data
- Thursday: List improvement areas
- Friday: Create impact summary

Week 3: Program Refinement
FOCUS: Structure Enhancement
- Develop structured tracks based on pilot:
  * Research track learnings
  * Technical track insights
  * Event planning experiences
  * Community organizing feedback
- Create clear guidelines for each track

Daily Tasks:
- Monday: Review each track's results
- Tuesday: Document best practices
- Wednesday: Outline improvements
- Thursday: Create track guidelines
- Friday: Review with team

Week 4: Documentation & Systems
FOCUS: Process Improvement
- Document all pilot learnings
- Create improved onboarding based on feedback
- Develop structured mentorship guidelines
- Build intern milestone framework

Daily Tasks:

```
- Monday: Compile all learnings
- Tuesday: Draft new processes
- Wednesday: Create templates
- Thursday: Build tracking systems
- Friday: Finalize documentation
```

Month 2: Fundraising & Sustainability

> ❝ *"Build resource foundation for growth"*

```
Week 1: Funding Strategy
FOCUS: Case for Support
- Calculate true program costs:
  * Intern stipends ($500/month)
  * Mentor compensation ($700/month)
  * Operational costs
  * Support systems
- Develop compelling pitch:
  * Pilot success stories
  * Impact metrics
  * Growth potential
  * Resource needs

Daily Tasks:
- Monday: Complete cost analysis
- Tuesday: Draft case for support
- Wednesday: Create pitch deck
- Thursday: Develop budget model
- Friday: Review with team

Week 2: Funding Research
FOCUS: Opportunity Mapping
- Research potential funders:
  * Youth development grants
  * Mental health foundations
  * Tech education funders
```

* Corporate partners
- Create submission calendar

Daily Tasks:
- Monday: Research foundations
- Tuesday: Map corporate prospects
- Wednesday: Identify grant opportunities
- Thursday: Create submission timeline
- Friday: Prioritize opportunities

Week 3: Partnership Development
FOCUS: Strategic Relationships
- Create partnership proposals
- Develop university relationships
- Build corporate connections
- Design collaboration frameworks

Daily Tasks:
- Monday: Draft partnership models
- Tuesday: Research universities
- Wednesday: Map corporate targets
- Thursday: Create outreach materials
- Friday: Begin outreach

Week 4: Sustainability Planning
FOCUS: Long-term Viability
- Develop multiple revenue streams
- Create resource optimization plan
- Build sustainability metrics
- Design scaling budget

Daily Tasks:
- Monday: Map revenue options
- Tuesday: Create resource plan
- Wednesday: Build metrics
- Thursday: Design budget
- Friday: Review with team

Month 3: Next Phase Planning

> ❝ *"Prepare for thoughtful expansion"*

```
Week 1: Program Enhancement

FOCUS: Structure Development

- Create comprehensive program manual

- Develop enhanced curriculum

- Build evaluation frameworks

- Design quality standards


Week 2: Scale Preparation

FOCUS: Growth Infrastructure

- Develop automated systems

- Create scalable processes

- Build training materials

- Design growth metrics


Week 3: Cohort 2 Planning

FOCUS: Implementation

- Set cohort size (5 interns goal)

- Define mentor requirements

- Create selection process

- Develop marketing plan


Week 4: Launch Preparation

FOCUS: Execution Ready

- Finalize all materials

- Train mentor team

- Set up systems

- Begin recruitment
```

? Key Success Metrics from Pilot

Track improvement in areas identified from pilot:

- Early engagement levels

- Project completion rates
- Mentor satisfaction scores
- Post-program involvement
- Community connection metrics

? Funding Targets

```
Cohort 2 Budget:
Base Costs: $4,600-$6,000
Additional Needs:
- Program materials
- Technology tools
- Marketing budget
- Emergency fund
Total Target: $10,000
```

? Critical Focus Areas Based on Pilot

1. Structure vs. Flexibility Balance
   - Clear frameworks
   - Maintained autonomy
   - Guided exploration
2. Engagement Enhancement
   - Regular touchpoints
   - Community building
   - Clear expectations
3. Impact Documentation
   - Success metrics
   - Outcome tracking
   - Value demonstration
4. Resource Sustainability
   - Diversified funding
   - Partner support
   - Resource optimization

? Pilot-Informed Tips

1. `Early Direction`
   - Provide clear initial projects
   - Set specific milestones
   - Allow gradual autonomy
2. `Communication`

- Mix of structured and informal
- Regular check-ins
- Clear channels

3. `Accountability`
   - Clear expectations
   - Support systems
   - Flexible structures

4. `Community Building`
   - Intentional connections
   - Shared experiences
   - Group activities

Remember: Build on pilot successes while systematically addressing identified challenges. Focus on creating sustainable structures that maintain the program's core values of agency and authenticity.

Social Entrepreneurship Fundementals

1. Impact Measurement & Metrics Cheatsheet

Core Concept

Impact measurement is the systematic process of collecting, analyzing, and using data to track and assess your organization's social impact on beneficiaries and communities.

Why Critical

- Required by funders/donors for accountability
- Guides strategic decision-making
- Helps optimize resource allocation
- Demonstrates value to stakeholders
- Essential for scaling and replication
- Builds credibility in the sector

Key Frameworks

Theory of Change (TOC)

```
Inputs → Activities → Outputs → Outcomes → Impact
```

- **Inputs**: Resources invested (time, money, expertise)
- **Activities**: What you do
- **Outputs**: Direct results (quantifiable)
- **Outcomes**: Medium-term changes
- **Impact**: Long-term systemic change

SMART Metrics

- **Specific**: Clear and unambiguous
- **Measurable**: Quantifiable
- **Achievable**: Realistic
- **Relevant**: Connected to mission
- **Time-bound**: Clear timeframe

Implementation Steps

1. Define key outcomes
2. Select relevant indicators
3. Establish baseline data
4. Set up data collection systems
5. Analyze and report
6. Use insights for improvement

Common Tools

- Surveys & Questionnaires
- Focus Groups
- Case Studies
- Data Analytics
- Social Return on Investment (SROI)
- Randomized Control Trials (RCTs)

Best Practice Tips

- Mix qualitative and quantitative data
- Involve stakeholders in metric selection
- Keep it simple and focused
- Ensure consistent measurement
- Document methodology
- Share results transparently

📖 **Recommended Reading**:

1. "Measuring and Improving Social Impacts" by Marc J. Epstein and Kristi Yuthas
2. "Impact Measurement and Accountability in Emergencies: The Good Enough Guide" by Emergency Capacity Building Project

2. Financial Sustainability & Revenue Model Cheatsheet

Core Concept

Financial sustainability is the ability to maintain and grow social impact while generating sufficient revenue to cover operational costs and invest in future growth.

Why Critical

- Ensures long-term survival
- Reduces dependency on single funding sources
- Enables strategic planning
- Supports scaling efforts
- Attracts investors/donors
- Builds organizational resilience

Revenue Models

Traditional Nonprofit

```
Grants + Donations + Endowments
```

Hybrid Model

```
Traditional Sources + Earned Income
```

Social Enterprise

```
Primarily Earned Income + Impact Investment
```

Revenue Streams

1. **Philanthropic**
   - Foundation grants
   - Individual donations
   - Corporate sponsorships
   - Government funding
2. **Earned Income**
   - Program fees
   - Consulting services
   - Product sales
   - Training/education
   - Licensing/certification
3. **Investment**
   - Impact investments
   - Program-related investments
   - Social impact bonds
   - Recoverable grants

Financial Planning Framework

1. Cost Structure Analysis
2. Revenue Forecasting
3. Break-even Analysis
4. Cash Flow Management
5. Reserve Building
6. Risk Assessment

Key Metrics

- Program Cost per Beneficiary
- Fundraising ROI
- Operating Reserve Ratio
- Revenue Diversification
- Cost Recovery Rate
- Net Asset Ratio

Best Practice Tips

- Maintain 6-12 months operating reserve

- Diversify revenue sources
- Track unit economics
- Develop recurring revenue
- Build strong financial systems
- Regular financial review

📖 **Recommended Reading**:

1. "Financial Leadership for Nonprofit Executives" by Jeanne Bell and Elizabeth Schaffer
2. "The Sustainability Mindset" by Steve Zimmerman and Jeanne Bell

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3. Program Scalability Cheatsheet

Core Concept

Scalability is the ability to grow your impact significantly while maintaining or improving program quality and cost-effectiveness.

Why Critical

- Increases social impact
- Attracts larger funding
- Improves cost efficiency
- Creates systemic change
- Builds organizational credibility
- Enables replication

Scaling Strategies

Organizational Growth

```
Internal Expansion → New Locations → New Markets
```

Impact Growth

Direct Service → Training → Systems Change

Scalability Assessment

1. **Core Elements**
   - Clear impact model
   - Standardized processes
   - Quality controls
   - Training systems
   - Technology infrastructure
2. **Key Questions**
   - Is impact measurable?
   - Are results consistent?
   - Is model documented?
   - Are costs sustainable?
   - Is demand proven?

Implementation Framework

1. Document core model
2. Identify essential elements
3. Create standard procedures
4. Develop training materials
5. Build support systems
6. Test and iterate
7. Scale gradually

Success Factors

- Strong leadership
- Clear processes
- Quality control
- Technology leverage
- Partner networks
- Resource efficiency
- Culture maintenance

Common Pitfalls

- Premature scaling
- Quality degradation
- Mission drift
- Resource strain
- Cultural dilution
- System overload

📖 **Recommended Reading**:

1. "Scaling Up Excellence" by Robert Sutton and Huggy Rao
2. "Scaling Up: How a Few Companies Make It...and Why the Rest Don't" by Verne Harnish

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4. Organizational Structure & Governance Cheatsheet

Core Concept

Organizational structure defines how activities, roles, and responsibilities are directed to achieve organizational goals, while governance ensures oversight, accountability, and strategic direction.

Why Critical

- Enables efficient operations
- Ensures accountability
- Facilitates growth
- Maintains mission alignment
- Reduces risk
- Builds stakeholder trust

Key Components

Board Structure

```
Board of Directors → Committees → Advisory Board
```

Organizational Structure

```
Executive Leadership → Management → Staff/Volunteers
```

Governance Framework

1. **Board Responsibilities**
   - Strategic direction
   - Financial oversight
   - Executive supervision
   - Policy approval
   - Risk management
   - Impact assessment
2. **Key Policies**
   - Bylaws
   - Financial controls
   - HR policies
   - Program guidelines
   - Ethics/compliance
   - Risk management

Implementation Steps

1. Define roles/responsibilities
2. Create org chart
3. Establish policies
4. Build board
5. Set up committees
6. Create reporting systems
7. Review/update regularly

Best Practices

- Regular board meetings
- Clear communication channels
- Written policies/procedures

- Performance evaluation
- Succession planning
- Continuous learning
- Stakeholder engagement

Common Challenges

- Role confusion
- Poor communication
- Ineffective oversight
- Mission drift
- Resistance to change
- Limited accountability
- Resource constraints

📖 **Recommended Reading**:

1. "Governance as Leadership" by Richard P. Chait, William P. Ryan, and Barbara E. Taylor
2. "The Nonprofit Board Answer Book" by BoardSource

Each of these areas is critical for building a sustainable and scalable social impact organization. The cheatsheets provide a foundation, but successful implementation requires ongoing learning, adaptation, and refinement based on your specific context and needs.

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2024 Summer Intern Job Description

Internship Details

Position: FYP Intern Associate
Compensation: $20/hour
Hours: Maximum 5 hours per week
Duration: 5 or 10 weeks with the possibility of extension based on performance and organizational needs
Location: Remote work opportunity with occasional in-person meetings (if applicable)
Organization: ForYouPage.Org (FYP)

About ForYouPage.Org (FYP)

ForYouPage.Org (FYP) is a fully youth-led, close-knit community and network/resource hub that serves as a safe space embodying the ideas of agency and compassion. We connect youth leaders, youth-centric nonprofits, and stakeholders with everyday youth who aspire to make a difference in their communities and the world.

Position Overview

FYP is seeking dedicated and passionate individuals to join our team as Associate Interns. In this role, you will contribute directly to the development and operation of FYP's core products, including our Wiki, events, and community initiatives. The intern will be expected to assist with tasks FYP associates need help with, which may vary from day to day. This role is perfect for someone who is committed to our mission and is looking to make a meaningful impact in broader grassroot advocacy, youth empowerment, and social change.

Responsibilities

- Support the development, maintenance, and potential expansion of the FYP Wiki.

- Assist in planning and executing FYP events, including the annual FYP Summit.
- Contribute to the growth and engagement of the FYP community through various initiatives
- Collaborate with team members to drive concrete results, such as product development, user growth, fundraising, and team expansion.
- Participate in mandatory weekly check-ins with your supervisor to discuss your learning progress, receive guidance, and identify areas for growth and development, as these meetings are crucial for supporting your educational experience and providing mentorship throughout the internship.

- Maintain flexibility and adaptability in performing a range of tasks that may not be aligned with personal interests but strictly aligned with FYP's organizational needs and goals.

Qualifications

- Strong passion for youth advocacy, youth empowerment, and social impact.
- Strong work ethic and commitment to the nonprofit's mission.
- Excellent learning & critical thinking skills.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational abilities.
- Ability to work effectively in a team environment.
- Currently enrolled in or recently graduated from a high school, college, or university program.

Equal Opportunity Employer

ForYouPage.Org is an equal opportunity organization. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace.

Application Process

To apply, please submit your resume and a few paragraphs explaining why you are passionate about youth advocacy and how you can contribute to ForYouPage.Org. Applications should be sent to joannafg@foryoupage.org.

Disclaimer

ForYouPage.Org (FYP) is committed to upholding the core values of Agency and Authenticity in all its activities. As a nonprofit organization relying on donation-based funding, including contributions from youth in our community, FYP takes its financial responsibilities seriously. We are dedicated to utilizing all donations to the highest possible standard, ensuring that our resources are allocated efficiently and effectively to support our mission, entrusted by youth changmakers.

This internship opportunity is designed to directly contribute to the operation and growth of FYP. Interns will be assigned tasks and responsibilities that strictly align with the organization's current needs and priorities. While we value the skills and interests of our interns, please note that there may be limited flexibility for personal projects or initiatives that fall outside the scope of FYP's immediate operational requirements.

By applying for this internship position, you acknowledge and agree to these terms, understanding that your role will be focused on supporting FYP's core functions and that your assignments will be determined based on the organization's needs. We appreciate your dedication to our mission and your willingness to contribute to the success of FYP within this framework.