



Impact Interns: Summer 2021

Organization Information

Organization Name:	Nonprofit Village
Address:	15800 Crabbs Branch Way, Suite 300
Website:	https://thenonprofitvillage.org/
Organization Description:	<p>Nonprofit Village (NPV) is a capacity builder and shared space dedicated to serving the nonprofit sector. It supports the region's nonprofits by providing training and development programs that increase participants' sustainability, and operating an office space that helps small nonprofits reduce their overheads by buying into shared services.</p> <p>NPV serves over three hundred organizations annually through its training programs, and houses almost forty nonprofits at its offices in Rockville, MD. It partners with other capacity building nonprofits and corporations to create programs that help nonprofits thrive.</p>
Intern Supervisor: (Name, title, email)	Tom Colling, Deputy Director, tcolling@thenonprofitvillage.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June - August
Hours Per Week:	20. This will likely fluctuate to some extent but maintaining an average of at least 20 hours is expected.
Number of Weeks:	10 (if possible, may seek to extend)
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>Nonprofit Village is seeking a program management intern to support its signature program, the SOAR incubator. SOAR is a four-month program that teaches small, startup nonprofits best practices across a comprehensive range of management areas, through a combination of group classes and individual coaching sessions.</p> <p>The intern will be responsible for coordinating the next round of SOAR and evaluating previous cohorts. Duties will include:</p> <ul style="list-style-type: none"> - Creating schedule for the Summer/Fall 2021 SOAR cohort. - Assisting with outreach efforts to recruit program participants.



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	<ul style="list-style-type: none"> - Assessing applications for SOAR and conducting interviews with potential participants. - Liaising with subject matter experts who deliver SOAR to coordinate curricula and schedules. - Communicate program schedule and content to participants. - Help to set goals for participants and document these goals. - Observe and contribute to the group sessions (these will be conducted remotely, via Zoom). - Undertake regular check-ins with participants to make sure they are finding value in the program, to encourage them to schedule individual coaching sessions, and to check progress against program goals. <p>By the time the internship begins, two previous SOAR cohorts will have been just over a year graduated from the program. As part of the evaluation plan for SOAR, interviews and surveys should be conducted with these organizations to capture progress against the goals they created when beginning SOAR, to see how much of a lasting and continuing impact SOAR made, and to evaluate ways to improve the program.</p> <ul style="list-style-type: none"> - Familiarizing themselves with the current evaluation plan for SOAR and suggesting refinements where appropriate. - Coordinating and conducting interviews with program participants, collating information and drawing out themes. - Collating quantitative and qualitative data and using it to suggest program improvement. - Presenting outputs, outcomes, and narratives attractively. <p>NPV is a small organization, so other duties are likely to be necessary from time to time!</p>
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>See previous response.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> - Enthusiasm for NPV's mission of strengthening the nonprofit sector. - Experience with or exposure to the nonprofit sector (bonus for capacity building work).



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	<ul style="list-style-type: none"> - Must be able to multi-task while maintaining attention to detail. - Strong communication skills: will need to communicate with people who will likely be from a wide range of backgrounds, both in person and in writing. - Personable and articulate, able to collaborate with our team and confident enough to direct own work. - Experience with program evaluation preferred. - Microsoft Office proficient.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<p>Not Applicable</p>
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input checked="" type="checkbox"/> Other: _If required, whatever platform candidate prefers! _____</p>