

PROJECT STATECRAFT

Role Description - Program Management Intern

Role Title	Program Management Intern
Number of Openings	Multiple Openings
Intern's Vertical/Department	Program Management Unit
Subject to Oversight from	Chief Programmes Officer
Nature of Work	Part-Time (Pro-bono)
Location	Remote
Desired Start Date	1st December, 2023
Tenure	6 Months
Application Deadline	22nd November, 2023

ABOUT US

Project Statecraft is an initiative of **Action Labs for Youth in Policy and Education (ALYPE Foundation)**, a non-profit organisation registered as a Section-8 Company. We work at the intersection of youth, policy, and education and aim to contribute to social development while empowering youth and including them in the decision-making process. ALYPE Foundation has been certified under 80G, 12A and 12B.

The Education Development vertical at Project Statecraft is working towards making social development, policy and governance space inclusive of youth and the advancement of youth through the means of 21st century skills. We are currently working with the Youth Co-Lab India as the implementation partners for Movers Programme, a regional programme supported by UNDP and Citi Foundation.

Therefore, We are currently seeking a highly motivated and driven individual to join our team as a Program Management Intern. This position offers a unique opportunity to contribute to the implementation of the Movers Program and other impactful initiatives.

ROLE OVERVIEW

As a Program Management Intern, you will play a crucial role in building and maintaining partnerships, organising workshops, and supporting the successful execution of our programs. This internship is an excellent opportunity for someone passionate about community engagement, program development, and making a meaningful impact.

KEY RESPONSIBILITIES

1. Partnership Building:

- Identify and establish strategic partnerships with schools & colleges and other other organisations & community stakeholders.
- Collaborate with existing partners to enhance program effectiveness and explore new collaboration opportunities.

2. Program Implementation:

- Assist in the planning and execution of the Movers Program and other initiatives.
- Coordinate logistics for workshops, events, and activities related to program implementation.
- Ensure that program goals and objectives are met within the specified timeframe.

3. Community Engagement:

- Act as a liaison between the organisation and the community, fostering positive relationships.
- Collect and analyse feedback from participants to continually improve program offerings.

4. Workshop Organization:

- Plan and organise workshops, training sessions, and other educational events.
- Coordinate with internal and external stakeholders to secure resources and support for workshops.

5. Documentation and Reporting:

- Maintain accurate records of program activities, partnerships, and participant data.
- Assist in the preparation of reports and presentations for program stakeholders.

QUALIFICATIONS

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.

- Ability to work independently and collaboratively in a fast-paced environment.
- Passion for community engagement and program development.
- Proficient in Microsoft Office Suite & G Suite.

APPLICATION PROCESS

Send us an email to psc.educationdevelopment@gmail.com

with the subject “**Program Management Intern – YOUR FULL NAME**”, with your **latest CV/Resume** and answer the following question in no more than 400 words: “*What specific learnings and experiences are you seeking by applying for the Program Management/Program Intern role at Project Statecraft? How do you envision this opportunity contributing to your personal and professional growth?*”

Due to a high volume of applicants we won’t be able to provide individualised feedback to each of you applying, but know that in the future we plan to make feedback as part of the recruitment process.