Internship Opportunities with
Academics without Borders (AWB)
Universitaires sans frontières (USF)
Summer 2017

Position # 1 Project Management Intern
Position #2 Administrative Intern

DESCRIPTION OF ORGANIZATION:

AWB-USF is a non-profit organization with a mission to support developing countries build capacity in higher education by sending volunteer professionals and academics on projects in the developing world. Our goal is to assist countries educate and train the professionals and experts that they need for their development. Since 2009, AWB-USF has completed or is in the process of completing over 75 projects in 17 countries: Benin, Bhutan, Chile, Ethiopia, Ghana, Guyana, Indonesia, Kenya, Liberia, Namibia, Nepal, Nigeria, the Philippines, Rwanda, Sierra Leone, Tanzania and Uganda. AWB’s projects have focused on a number of areas, including, health, teaching and learning methodology, curriculum development for various academic disciplines, student services, and back office operations.

AWB-USF is headquartered in Montreal, but has no bricks and mortar. We operate a virtual office with those who work with and for us spread out across Canada. We are a bi-lingual NGO and do projects in both Anglophone and Francophone countries.

POSITION # 1 TITLE: PROJECT MANAGEMENT INTERN

LOCATION: HOME BASED

INTERN’S DUTIES:
The intern will focus on assisting the project managers with the enhancement of the organization’s existing project management operations. The intern will be supervised by the Associate Executive Director and will work with AWB-USF’s Project Managers.

Specific tasks include:

- Assisting to develop and update forms and records to document project activities;
- Assisting in proper filing to ensure that all project information is appropriately documented and secured;
- Assisting to develop communication documents to update stakeholders on the progress of the projects;
- Assisting in developing and updating orientation documents for AWB-USF volunteers;
- Assisting in budgeting for projects;
- Fulfilling other duties as assigned by the Executive Director or Associate Executive Director.

Requirements:

- The candidate should have their studies focused on or have a demonstrated interest in international development or not-for-profit management;
- Candidate should possess a personal computer or laptop with software and internet connection necessary to fulfill the internship tasks;
- Excellent written (content creation) and communication skills;
- High proficiency in MS Office;
- Organized and detail oriented;
- Independent, self-disciplined, and able to work with little supervision;
- Creative;
- Have a strong interest in AWB’s mission and mandate;
- Interested candidates must be fluent in either English or French; bilingualism is an asset.

POSITION #2 TITLE: ADMINISTRATIVE INTERN

LOCATION: HOME BASED

INTERN’S DUTIES:

The intern will focus on working with the Executive Director to improve the administrative functionality of the organization. AWB-USF is in the process of transitioning from an outgoing to incoming Executive Director. The intern will be working with both the outgoing and incoming Executive Directors to ensure the efficient and effective transfer of position. The intern will be supervised by the Executive Director.

Specific tasks include:
• Assisting to improve the functionality of the virtual office.
• Assisting to develop and update administrative forms and records;
• Assisting in proper filing to ensure that all organizational information is appropriately documented and accessible;
• Assisting to develop content for the website;
• Assisting in interdisciplinary research as directed by the Executive Director;
• Fulfilling other duties as assigned by the Executive Director

REQUIREMENTS:

• The candidate should have their studies focused on or have a demonstrated interest in international development or not-for-profit management;
• Candidate should possess a personal computer or laptop with software and internet connection necessary to fulfill the internship tasks;
• Excellent written (content creation) and communication skills;
• High proficiency in MS Office
• Organized and detail oriented;
• Independent, self-disciplined, and able to work with little supervision;
• Creative;
• Have a strong interest in AWB’s mission and mandate;
• Interested candidates must be fluent in either French or English; bilingualism is an asset.

DATE: Interns can expect to work for a minimum of ten weeks from May 8th to July 28th, 2017.

REMUNERATION: Unpaid.

HOURS: This is flexible depending on activities, but is normally 10-15 hours per week.

COSTS: The interns are responsible for all costs associated with the internships including transportation, etc. Since AWB-USF operates from a virtual office, these internships are home based with a few meetings scheduled through teleconference. Depending on the location of the successful applicants, some face-to-face meetings may be required.

HOW TO APPLY: Students must submit applications by e-mail
Applications should include:
• Cover Letter addressed to AWB-USF Executive Director Steven Davis, explaining your motivations for applying and why you are a good candidate. One page maximum.
• C.V. (résumé)
• Name and Contact details of two references

Please submit applications by e-mail to sdavis@awb-usf.org, with a copy to cyoung@awb-usf.org
APPLICATION DEADLINE: March 31, 2017