



Generational Thinkers

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TERM OF REFERENCE, VOLUNTEER INTERN PROGRAM MANAGER

Background

Generational Thinkers (GT) is a non-governmental Christian youth organization funded for the so-purpose of providing leadership guidance for young leaders for global change through Capacity building, Advocacy, Entrepreneurship, Peace & Conflict Resolution.

Currently, GT work with USAID-Accountability Lab on the (Integrity Idol) program aim to nominate the best public and civil servants in best practices in the country. The program aim at promoting integrity and accountability practices in the country.

Since its establishment in 2016, the organization has experienced rapid growth in programs and molding the minds of youths. Its growth has being marked by developing and training young people to get involve in proactive youth programs. As a youth focused and youth driven organization, the aim of the organization is to educate, engage and empower young people to responsibly take charge of development oriented community driven activities to broaden their capacities to make informed choices in high schools, universities/collages, communities and become agents of change in the future.

In 2017, GT hosted the first national inter-university musical gospel talent hunt titled: “Voice of Liberia” aim at exposing musical talent among university students and promoting talent and culture in the country. The platform brought together nine (9) universities and colleges to compete for an award and the ambassadorial title. Winning the competition was Amb. Gloria Kindness Gayflor of the United Methodist University. Gloria is a nursing student at UMU who performed tremendously in the first season of “Voice of Liberia”. Gloria currently serves as the face of all of the universities and colleges in Liberia.

ORGANISATIONAL CONTEXT

GT has seen a significant growth and expansion in its staff structure as well as the development of internal systems and policies for a small but growing organization. The next phase is very much about partnership and the continued building and maintenance of external partnership and communications, decision making and engagement. GT sees its staffs as its greatest asset and has put in place appropriate measures and practices to reflect this including a new “Internship Placement Program” strategy, internal and external values and learning and development structures. The organization is also exploring new sources of income generation.

WHAT WE SEEK:

Reporting to the Executive Director, the Volunteer Intern Program Manager will have overall strategic and operational responsibility for the Internship Placement Program staffs programmes, fundraising and execution of its mission. He/she will be a professional with proven leadership and management skills and knowledge of the organization sustainability landscape. A confident presenter and analytical thinker, the successful candidate will demonstrate their ability to represent GT and related sustainability issues to a wide range of audiences including donors’ board, partners,

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Fundraising events, representatives, business leaders, and NGOs to build relationships and networks in a culturally sensitive manner. An ability to engage and empower people and inspire others to perform and grow will go hand in hand with excellent communication, networking and implementation skills. He/she will primarily support our interns; liaise with organizations for internship opportunity and fundraising efforts, including organizational efforts to develop income sources for interns

This position will be leading GT IPP project into its next phase of growth, building on the success of its plan for the future.

KEY PURPOSE OF THE JOB:

- To provide overall coordination and supervision of GT's (Internship Placement Program);
- To ensure operational excellence of field work in order to promote program interest, Education and Hope;
- To ensure GT meets interns meets' the expectation host interns and professional performance deliveries;
- Check up with interns at all offices and give bi-weekly reports to the ED
- Design visiting plan to meet the program targeted goals
- Coordinate weekly updates with all interns;
- Design, plan trainings for all inters on the IPP project
- To ensure harmonious and professional working environment with host entities ;
- Solicit new widows/opening with other organizations for our upcoming trained interns in their prospective field.

ANTICIPATED OUTCOME OF THE JOB:

- Maintenance of interns host and sustenance of their loyalties;
- GT IPP budget supported by 40% of designated funds;
- Interns are well trained and exhibit professionalism in the performance of tasks;
- Set annual targets and goals of Programs Operating plan are achieved with interns;
- GT IPP projects implemented have a monitoring and evaluation plan.

RESPONSIBILITIES

See below a list of the main responsibilities of the role. Please note that this may not be an exhaustive list and the successful candidate may also be expected to take on additional responsibilities within the overall scope of the role.

Vision & Leadership

- Inspire and motivate GT interns to engage with and deliver on GT's mission
- Develop, communicate and assess priorities in light of a rapidly changing external landscape
- Strengthen the GT internship, its reputation and credibility, seeking long term benefits to GT's interns

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- Manage key relationships with GT host interns encourage open professionalism and actively foster collaboration between GT interns
- Identify and engage key organization (including governments, business leaders, INGOs, NGOs) and foster partnerships to pursue GT's mission related objectives.
- Represent interests of GT internship both internally and externally

Desirable/Qualification

- University degree or senior university student studying management, Education, Project Management and other relevant field
- Professional and willingness to learn in a sustainability or standard setting field.
- In depth knowledge of one or more GT and the IPP project
- Confident and fluent talking about the program and motivating others NGOs and companies to request interns.
- Experience with service provision and developing revenue generating activities
- Experience with lobbying with INGOs, NGOs, businesses, companies

Other Relevant Information:

All applications should be submitted to gtliberia@gmail.com and cc mitchell.harris61@outlook.com

Deadline for application is August 10, 2018 at 4:00 pm

Term: This is intended as a one year contract with possible renewal based on performance.

Location: Monrovia head office.