
Internships



(Facilitating Leadership in Youth)



Why Intern @ FLY?

If you want to have a significant role in shaping the future of a hot, emerging DC youth organization, interact with youth and parents daily, and be able to see and feel the impact of your hard work and great ideas, then a position with FLY is for you! You would be working with FLY's young, dynamic paid and volunteer staff, 30 amazing youth, supportive parents, and AU student volunteers who help coordinate and develop FLY's youth programs.

FLY has historically been a grassroots organization and we're returning to our goal of engaging the community in our operations, which also allows us to direct more of our funding to directly supporting our youth through program activities. We have always regularly utilized college students in various capacities during the year and we have great success in handing over a lot of responsibility to interns, which in turn, usually helps them get great jobs after college. (Six prior FLY interns have become Teach for America fellows over the past 4 years and two went into the Peace Corps!) Furthermore, each intern is able to realize the fruition of their contributions to FLY as we are a small organization and each intern's work has a significant impact!

While each internship position has specific duties, we do like to combine interns' career interests with our organizational needs, so the experience is very rewarding. Interns are responsible for leading a research, administrative, or program area and are able to assume significant responsibility and leadership. Each internship is an excellent opportunity to gain real, hands-on experience with youth, leadership, and a multitude of other areas, all while strengthening a long-standing nonprofit organization. ***Each intern is strongly encouraged to spend 4-5 hours weekly researching and/or writing grant proposals relevant to their work at FLY.***

Applicants should be professional, flexible, and self-motivated individuals who think creatively, bring fresh ideas to FLY, and desire to make an impact through working in a small non-profit. ***Applicants of color and anyone wishing to earn academic, internship, or community service credit are strongly encouraged to apply. Internships are generally unpaid, however FLY is a community-based nonprofit, so students with federal work-study awards are welcome to apply. Non-student members of the FLY community are also encouraged to apply.***

About FLY

Founded in 1999 and incorporated in 2002, FLY is a grass-roots organization that thrives on the dedication of volunteers, interns, and part-time staff to support the leadership of our Executive Director. We always strive for excellence in meaningful youth leadership and high quality programming offered free of cost to residents of the Barry Farm community in Southeast DC.

FLY engages a consistent group of 30 youth, ages 8-18, from the time they enter the program (usually in elementary school) until they graduate from high school. Now that our first two classes of youth are in college, we also provide informal support to them on an as needed basis. Our programming includes one-on-one academic tutoring, field trips, summer camp, and educational advocacy. FLY also supports youth-led campaigns against violence and injustice allowing us to reach an additional 250 youth per year.

FLY's outstanding leadership in the field has been recognized with the following awards

Some recent recognition of FLY's outstanding leadership in the community includes:

- 2006 Lehrman Impact Award Finalist
- 2006 Linowes Leadership Award
- 2005 Recognized as a DC Best Charity by the Catalogue for Philanthropy (2005-2006)
- 2005 Award for Excellence in Youth Empowerment from the Community Foundation for the National Capital Region
- 2003 American University President's Award
- 2002 Myra Sadker Student Equity Award
- 2002 Mayor's Community Service

Full-Time Internship Opportunities (30-40 hours per week)

Volunteer & Mentoring Coordinator

Summary: The Volunteer Coordinator will work to expand FLY's volunteer force by creating relationships with local universities, professional organizations, and other interested parties. This intern will also maintain relationships with current volunteers, including managing volunteer files and contact information.

Duties:

- Recruit, interview, and orient new tutors and mentors
- Ensure that ALL volunteers submit a background check and TB test prior to entering the program
- Create and support mentoring relationships using iMentor
- Ensure FLY maintains a sufficient pool of volunteers
- Collaborate with Program Manager and Program Coordinator to stay abreast of volunteer needs
- Manage volunteer contact information database
- Verify and process all volunteer application paperwork, including character references
- Maintains all volunteer files and manages this responsibility with discretion and CONFIDENTIALITY
- Create and maintain a training plan and logistics
- Ensure that appropriate training is completed and recorded
- Evaluate volunteer performance
- Create and implement a volunteer recognition program

Qualifications:

- Some college required; Bachelor's degree preferred
- Minimum one year of experience coordinating volunteers
- Strong writing, networking, & interpersonal communication skills required
- Demonstrated ability to meet deadlines with minimal supervision

Communications Manager

Position Summary: This intern will implement FLY's PR plan and outreach strategies via newsletters, contact management, database development, press releases, annual report, e-news, and website maintenance. Also lead FLY's social media campaign (Twitter, facebook, YouTube), incorporating communications and development goals with community engagement.

Duties:

- Write content for inclusion in a variety of publications, including press releases, website, newsletter, & grant proposals
- Compile and distribute monthly newsletter, including writing articles
- Design flyers & invitations to special events
- Contribute to the design and development of FLY's annual report
- Manage email contacts using EMMA
- Improve FLY's social media strategy
- Manage FLY's accounts with Twitter, facebook, YouTube

Qualifications:

- Some college required; Bachelor's degree preferred
- Strong writing & interpersonal communication skills required
- Demonstrated ability to meet deadlines with minimal supervision
- Ideal for communications, English, and public relations majors

Full-Time Internship Opportunities (30-40 hours per week)

Program Director

Summary: This position is responsible for successfully managing all program activities for youth ages 8-18, summer camp staff, school-year volunteers, and Program Interns working within any of the school year and summer programs.

Duties:

- Supervise all out-of-school time program activities & academic support services (mostly Mon-Fri, some Saturdays)
- Establish and maintain a highly organized, spirited, competent, and professional work standard across all program staff teams, members, and partners
- Data tracking: entering daily attendance, grades, school truancy.
- Maintain strong relationships and regularly communicate with parents of FLY's youth
- Conduct outreach to participants' parents and teachers to help youth meet academic goals
- Coordinate completion of written individual report for each youth participant after each advisory period
- Report regularly on programming to Executive Director
- Ensure that incident and behavior reports are filed as needed
- Assist with the planning and implementation of program growth
- Coordinate implementation and improvement of curriculum materials
- Manage program space, including computer lab
- Coordinate snack distribution
- Transport youth on a regular basis using FLY mini-van

Qualifications:

- Bachelors degree required
- Deep commitment to social justice and youth empowerment
- At least 2 years experience working in a leadership capacity with a youth-serving organization or other direct work with youth, preferably in an urban setting
- At least 2 years of experience managing and supporting staff and volunteers of various experience levels
- Valid driver's license and clean driving record
- Demonstrated ability to relate positively with youth and young adults one-on-one and in group settings
- Ability to work effectively with a diverse set of individuals including volunteers, staff, board, youth, parents and individuals within the community
- Excellent project management and organizational skills
- Strong interpersonal communication skills
- Successful experiences in planning, organizing, implementing, growing and evaluating youth programs
- Community organizing experience a plus
- Strong computer skills including Microsoft Word, Excel, and PowerPoint
- Willingness to work a flexible, full-time schedule. [Working hours from September-June are generally M-F, 12pm-7pm, including 2 evenings per week (until 8:30 p.m.) and 2 Saturday afternoons per month. Summer program hours are generally M-F, 8am-4pm, with limited weekend programming.]

Full-Time Internship Opportunities (30-40 hours per week)

Director of Philanthropy

Position Summary: This position is responsible for expanding and maintaining FLY's fundraising plan, including grants research, writing, and maintenance, in addition to managing relationships with donors on the foundation, corporate, and individual levels.

Duties:

- Maintain grant reporting and proposal deadline calendar
- Research funding opportunities
- Conduct with grant writing and grant reporting
- Supervise Development Assistant
- Lead compilation of the annual report
- Support special event planning and implementation
- Solicit financial and in-kind donations from small and large corporations and individuals
- Develop and maintain relationships with funders and individual donors

Qualifications:

- Strong writing, research, storytelling, and interpersonal communication skills required
- 1 year experience in fundraising/grant writing/development; 2+ years strongly preferred
- Great social and networking skills
- Self-motivated, goal-oriented, and creative
- Ability to meet deadlines consistently

Evaluation & Outcomes Manager

Summary: This position will work closely with the Program Director and staff to evaluate and improve the effectiveness of FLY programs and activities.

Duties:

- Collect & edit reports submitted by program coordinators & leaders
- Research best practices in various areas of program development
- Administer assessment testing for tutoring & collect and analyze data
- Conduct required evaluations with part-time program volunteers and youth
- Complete program outcomes assessments
- Conduct quantitative and qualitative analyses
- Create internal and external reports for all programs
- Provide support and data for grant applications and grant reports

Qualifications:

- Some college required; Bachelor's degree preferred
- Extensive experience in research, including data collection and analysis
- Excellent oral and written skills required
- Ability to present data in plain language for diverse audiences
- Familiarity with MS Office and database applications

Part-Time Internship Opportunities (10-20 hours per week)

Program Coordinator

Summary: This intern supports the Program Director by supervising out-of-school-time program operations as well as with overall planning, as needed.

Duties:

- Assist Director with maintaining program calendar
- Research options for program fieldtrips
- Assist with oversight of out-of-school-time program activities & academic support services (mostly Mon-Fri, some Saturdays)
- Manage program space, including computer lab
- Assist with data tracking: entering daily attendance, grades, school truancy
- Coordinate with staff and volunteers for successful program implementation
- Supervise youth to ensure engagement in positive program activities
- Create a focused and academic-oriented environment
- Monitor individual youth's academic progress through observation, conference, and accurate record-keeping
- Contribute ideas to improve quality of program, and program delivery
- Support FLY's overall mission to empower youth through education and leadership development
- Support snack distribution
- Transport youth on a regular basis using FLY mini-van

Qualifications:

- Strong oral and written communication skills, especially able to motivate young people to achieve
- Ability to manage and organize multiple tasks and personalities with positive attitude and sense of humor
- Commitment to actively contribute to students' learning and participation in programs
- Familiarity with MS Office programs (MS Word, Excel, PowerPoint)
- Demonstrated ability to keep a team of volunteers organized and on task
- Interest or experience working with urban youth ages 9-18 and college student volunteers

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Development Assistant

Summary: This intern assists the Director of Philanthropy with securing and managing support for FLY programming.

Duties:

- Conduct donor data entry
- Process donations
- Write letters to donors: individuals, foundations, and corporations
- Support special event planning and implementation
- Conduct data entry, assist with donor relationship management

Qualifications:

- High school diploma; some college preferred
- Strong writing, research, storytelling, and interpersonal communication skills required
- Ability to meet deadlines consistently
- Support special event planning and implementation

Part-Time Internship Opportunities (10-20 hours per week)

Accounting Assistant/Office Manager

Summary: This position is for a student who is interested in polishing their professional skills while gaining experience in an office setting of a nonprofit organization.

Duties:

- Oversee bookkeeping operations via QuickBooks
- Organize supporting financial documentation in accordance with audit requirements
- Maintain office filing system
- Oversee general office organization
- Performs other related duties as required.
- Makes copies, collates, and staples materials as requested
- Manage and keep updated inventory of program supplies & equipment

Qualifications:

- Experience tracking weekly business expenses in checking, accounts receivable, and accounts payable.
- Ability to establish priorities, work independently, and proceed with objectives with or without supervision
- Nonprofit experience preferred, but will consider those without, based on education and qualifications.
- Strong attention to detail and accuracy
- Familiarity with QuickBooks® & MS Office



Youth Venture CEO

Summary: This intern will lead youth workers in revitalizing & managing our youth-run online store at <http://flystore.ecrater.com>.

Duties:

- Oversee company operations (scheduling, order processing, bookkeeping, shipping, etc.)
- Train youth in business management skills
- Assist youth with design and implementation of a marketing campaign for the store
- Responsible for creating a succession plan for the next intern

Qualifications:

- Some college; Bachelor's degree preferred. Ideal for business/marketing majors
- Strong attention to detail and accuracy
- Familiarity with QuickBooks® & MS Office
- Experience tracking weekly business expenses in checking, accounts receivable, and accounts payable.
- Ability to help youth establish priorities and learn to work independently
- Demonstrated ability to relate positively with youth and young adults one-on-one and in group settings
- Excellent project management and organizational skills

Part-Time Internship Opportunities (10-20 hours per week)

Educational Advocate Fellow

Summary: This intern works with FLY staff to help FLY's high school students navigate the educational process.

Duties:

Program-Wide Support

- Maintain and update educational advocacy binders and files
- Collect progress reports and report cards for every quarter, for all youth participants; monitor progress reports and report cards for "red flags"
- Act as a resource to volunteer mentors to facilitate a connection between mentors & youths' academic information
- Build and maintain relationships with youths' schools via email and/or telephone calls to teachers, and other administrative staff as necessary, at the beginning of the fellowship to explain the educational advocate role, offer contact information and request information about the class (syllabus, projects, test dates, etc)
- Schedule phone calls with parents about youth progress, concerns, and any additional updates
- Assist youth in collecting make-up work due to absences or suspensions, and monitor youth attendance at tutoring
- Complete reporting as necessary

Priority Youth Support

- Schedule meetings with tutors of select youth and/or select youth
- Submit reporting & write-ups concerning youth progress to program staff
- Schedule, and attend, if possible, meetings with teachers and guidance counselors for specific youth who are having trouble in a particular class; attend school open houses, conferences, and parent-teacher nights
- Work with program coordinator to identify and assist youth who are eligible to apply for middle or high schools for the academic year 2009-2010

Other Support

- Recruit and train Educational Advocate Fellow to fill position after end of term.

Qualifications:

- Concise writing skills
- Knowledge of Microsoft Word and Excel
- Ability to communicate at flexible hours throughout the week
- Superior organizational skills
- An ideal candidate will have some knowledge of DC's public school system or general nonprofit experience, but as long as the candidate is eager to learn, this is not necessary
- Candidates do not need Educational Advocacy experience, but should have a passion for and a commitment to the fellowship and youth
- Ability to maintain a flexible schedule: 14hrs/week in periods 4 hours or longer at FLY's site, 2hrs/week flexible time scheduled for: off-site meetings.

Application Instructions

HOW TO APPLY:

Email cover letter, including position of interest, resume, writing sample*, ideal schedule (we try to accommodate interns' scheduling needs), and contact info for three references to apply@flyouth.org. **Be sure to include the internship title in the subject line so that your application can be processed efficiently.** Please also indicate whether you are able to intern for the summer, one semester, academic year, or a full calendar year. No phone calls; please email if you have any questions.

*Include in your writing sample answers to the following two questions. Responses to each question should not exceed 500 words: (1) Pretend that you are a principal at a DC high school. How would you support youth leadership at your school? (2) Please write from the perspective of a 14 yr old youth having a good day at their after-school program. Answers should be written in the first person.

All applicants must pass a criminal background check and tuberculosis test before working with FLY

~ Thank You! ~

The FLY Board of Directors, Staff, and Youth are all ecstatic that you are considering volunteering with our organization. If you have ideas for other ways you can volunteer at FLY, please do not hesitate to contact us!

We have openings for our board of directors and various support committees, and we're always looking for great mentors! In addition, FLY is a great learning organization; tell us how you can use your skills and talents to help our youth achieve greatness & join the team!