



*It takes a whole village to raise a child...  
Together, we are the village.*

June 19, 2020

**One Village Alliance Leadership Intern: OVA Ambassador Intern**  
**Project/Program: Youth & Family**  
**Project Cycle: FY20**

One Village Alliance is pleased to extend an opportunity for youth age 14-17 to join our Leadership Team gaining paid training and work experience as an **OVA Ambassador Intern**.

By accepting this opportunity the intern assumes a commitment to work, learn, grow and cultivate leadership skills and ideas under the direct mentorship of OVA's Founder and broader leadership team. The focus of this opportunity is: capacity building; office organization; administrative support; program development and soft skills (business, service, entrepreneurship). You will become a vital part of a qualified team dedicated to transformative impact in the lives of youth and their families.

The One Village Alliance family not only brings proven methods and expertise, but also personal triumphs over some of the same challenges faced by the community we serve. We are confident that this intern experience will prove not only invaluable to our agency, but to the professional growth of teen leaders as well.

**Mission & Vision**

One Village Alliance fosters a community-based, people-fueled approach with a mission to uplift children and their families on a holistic journey toward excellence through education, entrepreneurship and the arts. Our vision is one village of thriving communities, strong families and healthy children.

**Summary of Contractual Position** | The successful contractor for this position is a highly motivated, energetic "Go-getter" and Educator! The Lead Teacher & Coordinator is responsible for overall planning, implementation and day to day management of youth and family programming. This is combined working and learning position that requires planning, organization, and decision-making as well as direct service to youth and families in a manner consistent with OVA mission, goals and outcomes. An enthusiastic ambassador for One Village Alliance, the successful intern represents the overall mission of the agency.

**Required Knowledge and Skills:**

- Prompt, Prepared, Present
- Youth Engagement
- Ability to Work Independently to Meet Goals
- Listening & Following Directions

**Scope of Work** | OVA Ambassador Intern will develop hard and soft skills to successfully accomplish the following priorities under the direct mentorship and training of uniquely qualified leaders. Priorities most critical in meeting specific agency goals will be focused on:

- Capacity Building (drives position growth)
  - Increased participant retention and recruitment (student/volunteer/ambassador)
  - New Partner School/Community Sites (Wilmington, DE & Salem, NJ)
  - Increased Impact & Revenue
  
- Office Organization
  - OVA Central Office
  - Physical Space
  - Soft/Hard Files
  
- Program Development & Infrastructure
  - Administrative Support
  - Raising Kings
  - “Girls Can Do Anything!”
  - Around The World In A Summer
  - The Village Learning Center
  - Programatic Events (i.e Kick-off/Culmination)
  
- Public Relations/Communication
  - Eblasts (Parents, Partners, Funders)
  - Newsletter Creation & Dissemination
  - Social Media
  - Web

#### **Duties and Responsibilities:**

- Intern works under the direct mentorship of OVA CEO and broader leadership team in a collaborative, capacity building role.

#### **Goals & Outcomes**

- Success will be evaluated intermittently and determined based on progress toward goals as determined by Grant/Contractual Guidelines and Outcomes as well as OVA’s Strategic Plan.

#### **Service Schedule/Duration**

Weekly work schedule will include typical agency hours including administrative office hours, OVA summer program hours, special youth and family events, all staff trainings and meetings including occasional evenings and Saturdays as required. (Approximately 30 hours weekly.)