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## INTERNSHIP WITH MCW – YOUNG LEADERS PROGRAM (PROGRAM MANAGEMENT)

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**Location:** 152 Madison Avenue, Suite 1702, between 32<sup>nd</sup> and 33<sup>rd</sup> streets, NY, NY, 10016

**Start Date:** Immediately

**Hours:** Up to 20 hours per week

**Reports to:** Coordinator, Young Leaders Program

### **About the Position:**

We are looking for an energetic, creative and independent professional to join the MCW team, working on the program management and development of our Young Leaders Program. The position is part-time starting immediately, and requires a dedication of up to 20 hours per week for one year, through August 2017.

The Young Leaders Program helps youth from around the world build the skills, confidence, and networks to achieve their goals and contribute positive social changes to their communities. The YLP intern will work closely with programmatic staff and support the various programmatic areas including the annual YLP retreat, the Alumni Ventures Fund, and the Alumni Community.

The scope of the position will include a wide variety of tasks such as working with an international group of youth Mentors and Young Leaders, supporting the logistics of the annual Young Leaders Program retreat, and leading and creating new outreach efforts for the alumni community. The YLP intern will also help develop program curriculum and workbooks, review applications, conduct interviews, research grant opportunities, and create program-relevant social media posts.

Candidates are reliable, organized, self-motivated, and able to work both independently and collaboratively. We are looking for individuals who can meet deadlines and handle multiple responsibilities. Interns will work with a team, and at times will be involved with miscellaneous tasks (e.g. Quarterly Socials, Annual Gala, etc.)

### **Interests and Skills:**

- Interest in youth empowerment, education, non-profit organizations, non-profit marketing/graphic design, social entrepreneurship, socio-economic development, global affairs and community work.
- Attention to detail (i.e. logistics and follow-up)
- Microsoft Office (experience with web, social media, digital media is a plus);
- Excellent communication skills – verbal and written.
- Comfortable working with a wide range of people from various geographical regions.

While a stipend is not available, MCW will gladly provide letters of recommendation and open new networking opportunities to help you advance your future professional and academic pursuits. Interns will also have the opportunity to attend the Young Leaders Program retreat, where they will meet and work with distinguished speakers and youth from around the world.

If you are interested in the position, please email a resume and a brief cover letter, including information on your availability to [info@mcwglobal.org](mailto:info@mcwglobal.org).

### **About Us**

*MCW (Miracle Corners of the World) is a non-profit organization founded in 1999 with a vision for communities throughout the world to achieve greater levels of education, improved health and increased economic security, and a mission to address communities' pressing needs by empowering current leaders and readying leaders of tomorrow. Based in New York, with partner organizations in Africa (Rwanda, Tanzania and Zambia), MCW offers the following three core programs: the Young Leaders Program, the Community Development Program, and the Oral Health Care Program, as well as Partner Programs, including Human Rights and Pediatric AIDS Treatment for Africa (PATA) projects.*