



MCW’s Internship Program Role Description

MCW Global Affiliate:	Miracle Corners of Zambia		
Internship Main Supervisor:	Country Manager; Program Officer	Primary Location:	Kafue Town Office, Lusaka, Zambia
Preferred Starting Month:	June start – Sept end	Internship Duration:	4 months
Mode of internship:	Hybrid (both field and remote based internship)		
If selected hybrid, please mention the month(s) of “in person/field” internship:	June 2022 in person; July to September 2022 by remote	At least how many hours/week should the intern commit to during remote internship? (For example, full time is 40 hours / week)	8 hours a day, 40 hours a week

Main Purpose and Scope of the Job: **Resource Mobilization**

The main purpose we want the intern for is to support MC-Zambia with Resource Mobilization efforts. During the internship, the main tasks would revolve around conducting research on the potential grants that the organization can tap into, along with developing supporting documents (including but not limited to donor directory, letters of enquiry and concept note) to introduce MC-Zambia to funding agencies.

Role Description

Main Roles and Responsibilities:

- **Support the development of sellable funding project proposals**
 - To identify and research for potential funders and develop letters of enquiry; and possible concept notes for the various MC-Zambia program areas;
 - To draft and send out introductory emails to potential funders and partners;
 - To develop a directory of all identified potential funders, donors and corporates with their contact information;
 - To support MC-Zambia in the creation of concepts notes, project proposal, reports, and corresponding budget in liaison with other MCxs and MCW personnel;
 - To assist MC-Zambia with data analysis for donor reporting;

Activities that will be conducted during “in-person” internship:

- Support the development of sellable funding project proposals
 - Accompanying MC-Zambia team in visiting potential funders;



- Development and delivery of letters of enquiry to identified potential funders, donors and corporates;
- Assist MC-Zambia staff in programme data collection, cleaning and storage.

Qualifications and Education Requirements:

- Must be a Young Leaders Program (YLP) Alumni (i.e., should have either attended the Fellowship or Conference)
- Must be available for the complete internship period
- Must have prior relevant experience of working on community initiatives and development projects
- Must be well-aware of MCW Global’s vision, mission and overall programs
- Must have a degree in communication for development, international relations, social science or related.
- Must have experience conducting social media engagement

Preferred Skill-set and Attitudinal Mindset for the Job:

- Should be willing to come out of his/her comfort zone, open to taking up challenges and should have a knack to learn and grow
- Must be clear in identifying his/her Personal Development Plan (PDP) and what does the applicant want to achieve from the internship
- Must be willing to work in a rural set-up

Preferable Measurable Outcomes for both the Organization and the Intern:

- Donor directory developed showing active donors and their interest areas;
- Numbers of letters of enquiry/concept notes submitted to potential funders;
- The intern will have built their capacity to identify potential funders, and how to develop letters of enquiry and concept notes;
- The intern will have developed their capacity in how to engage and work with rural communities.

About Kafue and Chanyanya

The internship will be based in the Kafue town of Lusaka province of the Republic of Zambia, where MC-Zambia’s offices are based. Kafue town is 45km away from the country’s capital, Lusaka. The organization has two offices, one in Kafue town which is the organization’s administration center for all its operations in the District, and the other in the catchment area called Chanyanya where all programs are implemented. The Chanyanya project office is located approximately 35 kilometers from Kafue town and is a rural setting centered on fishing.

Submitted By:	Program Officer, MCZ	Date:	December 23, 2021
Approved By:	Director, Strategy and Impact	Date:	January 18, 2022