



Assistant Internship Officer

Terms of Reference

Overview

The Assistant Internship Officer will play a crucial role in facilitating internship placements, providing guidance to participants during their internships, ensuring participant safety and well-being, and maintaining effective communication between interns and the organization. This role is essential in supporting the professional development and experiential learning of HER Lab program participants.

The Assistant Internship Officer will report to the Internship, Scholarships and Career Transitioning Manager. This is a remote role employed through Circle Group Limited for the HER Lab Scale Up Project

Key Responsibilities

Internship Placement

- **Coordinate Internship Placements:**
 - Collaborate with partner organizations and stakeholders to secure internship opportunities.
 - Match participants with suitable internships based on their skills and career goals.
- **Internship Preparation:**
 - Assist participants in preparing for their internships, including resume development and interview preparation.
 - Conduct orientation sessions to brief participants on internship expectations and organizational policies.

Internship Monitoring and Support

- **Participant Guidance:**
 - Provide ongoing support and guidance to interns throughout their internship period.



- Conduct regular check-ins with interns to assess their progress and address any challenges.
- **Safety and Compliance:**
 - Ensure interns are aware of safety protocols and organizational guidelines during their internships.
 - Monitor internship environments to ensure participant safety and well-being.

Communication and Liaison

- **Liaison with Interns:**
 - Act as the primary point of contact for interns regarding any issues or queries related to their internships.
 - Facilitate communication between interns and the organization, addressing concerns promptly.
- **Reporting and Documentation:**
 - Maintain accurate records of internship placements, participant feedback, and performance evaluations.
 - Prepare reports on internship outcomes and participant achievements.

Professional Development:

- Support the professional growth of participants by organizing training sessions and workshops.
- Provide resources and tools to enhance participants' skills and career readiness.
- Encourage reflective practices to help interns derive meaningful insights from their experiences.

Program Improvement

- **Feedback and Evaluation:**
 - Gather feedback from interns and internship supervisors to improve program effectiveness.
 - Contribute to the continuous improvement of internship policies and procedures.

Administrative Support

- **Administrative Tasks:**
 - Assist in administrative tasks related to internship program management, such as data entry and file management.
 - Support in organizing events and workshops related to internship development.



Core Competencies

- **Interpersonal Skills:** Ability to build rapport and maintain relationships with interns and stakeholders.
- **Organizational Skills:** Strong attention to detail and ability to manage multiple tasks efficiently.
- **Communication Skills:** Excellent verbal and written communication skills.
- **Problem-Solving Ability:** Capacity to address challenges and find practical solutions.
- **Team Collaboration:** Ability to work effectively in a team and collaborate with diverse stakeholders.
- **Adaptability:** Willingness to adapt to changing circumstances and needs of interns and partner organizations.

Knowledge, Education, and Experience Required

- **Education:** Currently enrolled in or recent graduate of a Bachelor's degree program in Human Resources, Business Administration, Social Sciences, or a related field.
- **Experience:** Previous experience in internship coordination, career services, or related fields is an advantage.
- **Language Skills:** Proficiency in English; knowledge of other languages spoken in the region is desirable.

How to apply:

This role offers valuable experience in internship coordination and participant support within a dynamic nonprofit organization. If you are passionate about facilitating professional growth and learning opportunities for young professionals, we encourage you to apply [here](#).