

# MOCHA CLUB



Thank you for inquiring about an internship with African Leadership & Mocha Club, located at our **Brentwood, TN** office. {Interns must provide their own housing arrangements, personal computer, and transportation to and from the office.}

Mocha Club internships run in three seasons: spring, summer, fall. While we do work in a collaborative team environment, each potential intern applies to and specializes in a specific department. You will learn the ins & outs of sustainable business and receive valuable hands-on experience in how a non-profit runs! Oh, and have the time of your life, too. Our interns do so much more than just make the coffee & deliver the mail – they're a vital part of our work, often owning & leading their own projects and initiatives. Be prepared to be challenged & stretched... in a good way.

Yes, these positions are **unpaid**...and we know that creates challenges. You have bills (like all of us) and other financial obligations, so we want to be sensitive to your specific case. Your time with us can **range from 15 to 30 hours a week**, depending on your job and school schedule, and, if applicable, your University's internship requirements. **Our ultimate goal is to work with a team of quality people.** If that's you, then we want to work to fit your situation and your needs. Our number one expectation is that you make your time here a priority.

The first step is completing this application. After review, we will contact you for an interview.

Thanks again for your interest in African Leadership & Mocha Club. We look forward to your answers, and hope you discover a little more about yourself and your own dreams and passions through this process.

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## Intern Application.

Please respond to these questions in a Word document, attach a separate resume, and email both documents to [intern@themochaclub.org](mailto:intern@themochaclub.org). SUBJECT: African Leadership/Mocha Club Internship Application: < Department / Season >

### Name. Age. Email. Phone #.

- Please give any web addresses you may have (facebook, twitter, blog, etc).
- What season are you applying for? (Spring, Summer, Fall)
- Department: (see descriptions below)
  - Marketing
  - Communications
  - Artist Community
  - Program Management

1. Tell us your story... who/what brought you to this moment?
2. Describe your University experience and your current (or past) involvement there.
3. How did you hear about African Leadership/Mocha Club & what has your participation been up to this point?
4. What do you consider your top 3 strengths, & how would we benefit from having you on our team?
5. What are your expectations for this position?
6. If you could choose your role at an African focused non-profit, what would you spend your day doing?

## DEPARTMENT DESCRIPTIONS.

- **Research Specialist**

- This is a brand new position we have created for our internship program. Intern will work directly under our Program Directors for African Leadership and the Mocha Club. Responsibilities will include evaluating quarterly reports of project partners and country directors, assisting in data entry of strategic information from reports, and organizing story and coordinate with US Director and Communications team.

- **Marketing**

- We highly value the way we look and feel in the print + video world. Work with our team on design projects from brainstorming to implementation. Interns will design smaller projects on their own, and work with our freelance designers on larger projects (both web & print). Applicants with a working knowledge of Photoshop and/or adobe illustrator for the mac are preferred.

- **Communications**

- You know what they say – communication is key. We're all about expressing a message well and sharing the stories of the organization with as many people as possible through as many avenues as possible! This applicant needs to enjoy researching + brainstorming, and really love to think outside of the box. Proven writing and journalism skills and an online presence are a must.

**\*\*If applying for this department, please include links to articles and/or blogs as samples of your work.**

- **Artist Community**

- We are honored to work with multiple partners in the local and national scene – from writers to speakers to musicians. This internship would involve the entire event process – from brainstorming through to implementation of an event with one of our community partners. Work alongside our Community Relations team, to equip and prepare our partners to use their platform & represent our organization well. This applicant should have experience in event management. Must be an organized self-initiator and a confident communicator, with the ability to multi-task.

- **Program Management**

- Our Africa Programs team works with our staff and partners across the continent of Africa to implement strategy and programs that fulfill the mission of our organization. This team environment works with community leaders in Africa implementing their community's vision whether that means a water well or a primary school. This applicant should have a strong passion about the continent of Africa, be an organized self-initiator, and have an ability to multi-task through various projects. Any education in development or international relations is preferred.