



Work Plan

Internships are a form of experiential education. Our students are learning at work, and learning through experience. The work plan

Three key areas of an internship:

- 1) Culture – the big picture and what you want them to know about your company
- 2) Professional development – what are the skills that are important for success in your organization
- 3) Meaningful work – projects and assignments that are challenging and developmental

Each week, the intern schedule should include tasks/items that apply to each component. For example, to understand your company culture, interns can attend company meetings, meet with people within various departments, attend a lunch n’ learn, etc. The activities under 1. and 2. should be the same for all interns; Tasks that fall under bullet #3 should be tailored for each intern. Create balance.

Tasks and goals are different. Tasks are binary. The work is done or not done. Goals are developmental. For example, “develop soft skills through...”

INTERN ORIENTATION

INTERNSHIP OBJECTIVES: To learn about non-profit administration; gain experience in fundraising activities that support non-profit organizations; assist AJAY MT in securing general and restricted funds to support organizational activities through grant funder research, organization and writing; build/reinforce skills that will support college and career goals.

INTERNSHIP LENGTH AND PAY: 150 hours at \$10/hour

ROLE AND DUTIES OF DEPARTMENT LEADERS:

- Jane Brown – Executive Director // Oversees organizational strategic vision, budget, and initiatives. Manages public relations and communications. Supervises team.
- Elizabeth Jay – Program Director // Designs and manages programs, including logistics and evaluations. Coordinates with partners.
- Joe Smith – Program and Research Assistant // Assists with program implementation, grant development, community relations.

ROLE AND DUTIES OF INTERN:

- Research grant opportunities that would support organizational fundraising goals
- Determine relevancy of grant opportunities while considering organizational programs and services, community partnerships, and strategic direction
- Create organizational structure to house information and share with team
- Draft grant requests
- Support other fundraising efforts as appropriate

INSTRUCTIONAL RESOURCES

- Organizational annual reports, strategic plan, program reports
- Organizational website
- Grant-writing basics book
- GrantStation
- Fundraising 101 binder

WEEK 1

LEARNING OBJECTIVES COVERED

- Gain an understanding of AJAY MT's mission, vision, and work methods
- Meet AJAY MT team, learn about their roles, and they work with board of directors and partners
- Gain an understanding and familiarity with AJAY MT's current and developing projects
- Understand the practice and purpose of researching grants

TOPICS COVERED

- Meaningful work
 - Introduction to Fundraising
 - Employee onboarding
- Culture
 - Organizational History
 - Organizational Strategic Plan
- Professional development
 - Introduction to Fundraising
 - Role of mentor

SUGGESTED ACTIVITIES

Activity 1:

Review the website for the Mission and Vision Statements of the national organization (AJAY):
www.americanjobs4youth.org.

Activity 2

Review the website tab and subtabs (Team Members, Staff, Projects, Newsletters) on the website to see how our organization is serving our mission. It will be useful to read all the newsletters to see how the organization has progressed since the first published version.

Activity 3

Review the "Overall Vision of AJAY Montana" document on website to see the overall strategy for implementation of AJAY MT in its first couple years. AJAY MT was envisioned as a model to be replicated in other states.

Activity 4

Attend team meeting to introduce self, meet team, and discuss summer goals.

Activity 5

Read program plans, MOUS, and review website to learn about projects. Here is a brief overview:
(List projects with descriptive paragraph)

Activity 6

Read these articles and find 2 other relevant resources.

- <https://nonprofitquarterly.org/nonprofit-grants-prospect-grant-research/>

- <https://www.councilofnonprofits.org/tools-resources/grant-research-tools>
- <https://bloomerang.co/blog/the-ultimate-guide-to-nonprofit-grant-research-and-writing/>
- Etc....

Activity 7

Meet with mentor and identify 2-3 goals you have for the summer (each week you will check in with mentor to determine progress toward these goals)

WEEK 2

LEARNING OBJECTIVES COVERED

- Familiarize yourself with our grants database, GrantStation.
- Gain experience in researching grants

TOPICS COVERED

- Introduction to Fundraising
- Professional communication skills
- Networking

SUGGESTED ACTIVITIES

Activity 1

Spend time exploring our grants database.

<https://grantstation.com/> // Username: xxxxx // Password: xxxxx

Activity 2

Use GrantStation and other web-based sources to research possible funding sources

Consider grants that are local, regional, and national. Identify and categorize grants that could fund general operations (RFP that support our general mission and/or work method – youth and workforce development, collaborative), as well as grants that might support (a) one of our current projects or (b) a potential project as identified in the Strategic Plan or Project Menu.

- Use Google Sheet to house research.
- Include information on deadlines, funding cycles, and information requested in the RFP.

Activity 3

Meet with mentor, discuss roles of all departments, and identify one person on the team/in the office with whom to schedule an informational interview

Activity 4

Discuss email communications with supervisor, and receive feedback on how to maximize effectiveness and professionalism on communications

WEEK 3

LEARNING OBJECTIVES COVERED

- Learn about role of Board of Directors
- Understand how organizational systems do or do not serve specific team needs
- Practice making decisions that factor in multiple, and sometimes conflicting, concerns

TOPICS COVERED

- Networking
- Fundraising
- Organization of Information
- Professional communication
- Nonprofit structures and administration

SUGGESTED ACTIVITIES

Activity 1

Collect and organize information needed to prepare grant proposals.

- See the “Build Strategy” section of GrantStation for assistance in this task.

Activity 2

Attend Board of Directors meeting. Write down one question and one surprising observation regarding the meeting to discuss with supervisor during regular check-in.

Activity 3

Work with Jane Brown to rank potential grant opportunities.

Activity 4

Meet with mentor; discuss what you have learned from this experience thus far

Activity 5

Complete informational interview. Write thank-you note to interviewee.

WEEK 4

LEARNING OBJECTIVES COVERED

- Gain experience in professional communications
- Understand grant request components
- Broaden professional network

TOPICS COVERED

- Grant writing
- Professional communication
- Evaluation
- Networking

SUGGESTED ACTIVITIES

Activity 1

Attend team meeting and present grant research findings to team. Explain organizational system and the process for prioritizing grant proposals.

Activity 2

Begin drafting grant proposals. Craft language for sections that appear commonly in grant proposals. Utilize resources regarding grant-writing best practices.

Activity 3

Meet with supervisor to receive feedback on drafts.

Activity 4

Meet Board of Directors chairperson for coffee to discuss their motivations for serving and their professional career.

Activity 5

Meet with mentor. What has been most challenging? Most rewarding thus far? How do you think you are doing with your projects (evaluate yourself)?

WEEK 5 (ETC)

LEARNING OBJECTIVES COVERED

- X
- X
- X
- X

TOPICS COVERED

- X
- X
- X
- X
- X

SUGGESTED ACTIVITIES

Activity 1

X

Activity 2

X

Activity 3

X

Activity 4

X

Activity 5

X

WEEK 6

LEARNING OBJECTIVES COVERED

- X
- X
- X
- X
- X

TOPICS COVERED

- X
- X
- X
- X
- X

SUGGESTED ACTIVITIES

Activity 1

Meet with supervisor for an exit interview

Activity 2

X

Activity 3

X

Activity 4

X

Activity 5

X