



Job Title: Global Program Intern

Department: Various

About WEConnect International

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International member buyers represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

www.WEConnectInternational.org

Core Values and Culture

As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

What You Can Do/Intern Duties:

The Intern will work with various members of the WEConnect International team and may be asked to complete tasks related to the areas described below for Africa, Latin America and Caribbean region, SE Asia and Oceania region, Europe, Canada, and/or the Middle East. In addition, there may be opportunities for the Intern to support the Global Project Management team, Operations team, or Grants and Proposal Manager. Examples of some of what you might participate in are as follows:

Connecting Buyers and Sellers. Support design and implementation of events that connect buyers and sellers such as a) Meet the Member events where women-owned businesses learn about the procurement needs and processes of large corporations; and support other connections between buyers and women-owned businesses who are suppliers; and b) regional conferences.

Stakeholder Engagement and Communications: Support the production of informative and infographic-driven communications for women owned businesses and buying organizations. Communications will be used for conferences, webinars, meetings, and emails to women-owned businesses as well as for the WEConnect International website. Assist with editing a) reports; and b) concept notes, agendas and other planning documents for national and regional conferences and new projects. Draft social media toolkits. Design basic graphics for projects, using data visualization where appropriate. Update market



overviews but publication on website. Write up notes of Advisory Council and Member Meetings. Assist with writing business match success stories where buyers spend on sellers in our network. Research data on national business environments and update country fact sheets.

Capacity Building and Training. Assist in the implementation of virtual learning through short webinars and longer training programs. Attend other organizations' meetings and take notes to help us gain a better understanding of best practice in virtual learning; assist in production of customized, high-quality curriculum for training programs; support recruitment of trainees; support creation and distribution of trainee workbooks and trainers' slides; and support facilitators and trainers in delivering training.

Recruitment of Women-Owned Businesses - Registrations and Certifications in WECommunity. Support the goal of increasing the number of women-owned businesses in the WEConnect International database through, for example, identifying women-owned businesses who have participated in online events but are not yet registered on the database, assisting businesses to complete their online registration applications, and analyzing recruitment campaigns to identify success factors for increasing registrations. Conduct research to identify individual growth-oriented women owned businesses that can be targeted as part of registration campaign

Fundraising/Proposal development

- Research and identify regional-focused viable funding opportunities
- Work on the existing list of regional-focused funders (foundations), renew data, identify and add more opportunities
- Research and list prominent women's organizations in the region focused on entrepreneurship (for future partnerships)
- Draft a generic background/contextual intro for proposals covering a) WEConnect International's work in the region, partners, projects, #of WOBs, impact indicators, etc. and b) issues/challenges in the women's entrepreneurship ecosystem (could be general, or country-specific)

Performance Standards

Intern will be available for the number of hours listed above in the geography where s/he is based on scheduled days of work; and will provide a weekly review to supervisor of task status. The productivity measurements for the internship include:

- Completed tasks in a satisfactory manner within the deadlines agreed with respective Regional Director
- Worked on at least 3 projects by the end of the internship (such as conference, webinar, communications product (such as country report)
- Responded to emails/messages within 24 hours of receipt
- Attended all check in calls scheduled with Regional Directors and Supervisor



Learning Goals

Primary learning goal is to experience and contribute to the operations of a global NGO and to understand the daily work of international development professionals focused on economic and sustainable development. The internship is based in the program/marketing function, but will be able to work with people based in the member development function, communications function, fundraising/business development function and administration function of the organization. Secondary learning goal is to gain greater knowledge about the challenge of women's economic empowerment, and WEConnect International's method to achieve it through increasing market access for women-owned businesses to local and global supply chains through facilitating certification, connections and capacity development.

What You Need/Skills and Qualifications Desired:

- Commitment to women's economic empowerment
- Academic background in business, international development, international relations, public policy, communications
- At least a high school degree
- Excellent writing and communications skills in English
- Demonstrable cross-cultural skills and problem-solving skills
- Excellent skills with standard software (MS Office) and graphics applications and experience with and willingness to learn virtual meeting software (videoconference and webinar platforms)
- An adventurous mindset, and the willingness to try new things and to learn
- Personal laptop computer, mobile phone, strong internet connection and data plan. WEConnect International cannot provide this equipment or reimburse intern for cost of internet, data, equipment, or maintenance.
- Preferred: Social media marketing expertise and/or skills with graphics applications
- Preferred: Ability to speak more than one language such as French, Arabic, Turkish, Spanish, Portuguese, Chinese, Bahasa, Japanese

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.



No phone calls, please. We regret that we are unable to respond to individual inquiries about the position.

To Be Considered for this opportunity, please click here:

[Global Program Internship](#)

Please note this is an unpaid opportunity. Students are eligible to receive credit towards their respective program requirements.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local laws in the United States.