



### **Internship opportunity with Step for Bulgaria Foundation**

Step for Bulgaria Foundation is a youth non-profit organization, aiming to support the successful development, social integration and professional success of Bulgarian underprivileged youth. Our work focuses on the thousands of children and youth living without parental care or in a disadvantaged economic and social environment in Bulgaria.

Since the start of our activities, originating at Harvard University back in 2007, we have implemented successfully STEP Bulgaria Summer Academy, a summer education program allowing each year more than 40 kids from various children's homes in the country to gain confidence in themselves, acquire useful skills for their professional development, and shape a clear plan of activities to prepare themselves for the life beyond the social care institution. Our latest initiative is a full-year educational program for disadvantaged youth, *Step in the Future!*, training a dedicated group of youth in various skills useful for building their future independent lives. For more information, feel free to check out our website at [www.stepforbulgaria.org](http://www.stepforbulgaria.org).

As we are a young organization relying mostly on volunteers to implement our activities, we have many ideas but little human resource and sufficient know-how to implement them. An student excited to work in an international (full-immersion in Bulgarian society and culture) social entrepreneurship environment would be helpful in implementing some of our new initiatives and expanding the scope of our work to new locations in Bulgaria. Below we propose several 2-month internship opportunities. Given the entrepreneurial character of our organization, depending on the applicant's interests, we are open to further discuss and re-shape some of these opportunities to better fit the development and learning goals of our future interns.

*Opportunity 1 consists of 2 parts:*

a) We are looking for a summer intern to design and implement a 1-2 week long "Train the Trainer" workshop on teaching essential professional soft skills (incl. topics such as time management; communication skills; presentation skills; team work) to 14-18 year olds living in disadvantaged social and economic conditions. The intern would be involved in a 5-week effort including:

- recruiting a suitable group of future trainers from across Bulgaria to participate in the workshop;
- designing the training curriculum and related training materials;
- conducting the training in a way that ensures that at the end of it trainers are ready to work with assigned groups of underprivileged youth across the country and lead related trainings of 1-2 months duration;
- helping the trainers brainstorm and collect an actionable list of fundraising ideas to be able to fund the trainings they will be implementing in the future.



b) For the next 3 weeks of the internship, the summer intern will help set up new international partnerships for our full-year program (including a full-pledged internship program at Step for Bulgaria Foundation). The intern should help us define:

- best ways to engage international interns (in the Foundation's activities and in the children's homes where we work)
- length and potential focus/theme of internship program
- set up and organization (key coordination and evaluation structures, key funding sources)
- international organizations to partner with in order to get interns and know-how relevant to SBF's activities

Qualifications:

- self-starter and independent thinker, able to start a new initiative from scratch
- experience with communication and leadership skills building
- knowledge of basic techniques of building soft professional skills
- past experience working with non-business people preferred
- excellent communication skills – both written and oral
- excellent research and problem-solving skills
- capacity to think creatively about designing new activities
- experience with marketing and PR is helpful, but not required

What you could learn from this experience:

- Develop your skills to think creatively and innovatively
- Develop your leadership skills by managing and inspiring a team of trainers and by starting up new key partnerships for the organization
- Learn how to quickly build and foster relationships in an environment likely to be very different from your own
- Build your organizational skills in a young and entrepreneurial NGO setting
- Build your knowledge base on NGO activities across Europe

*Opportunity 2:*

We are looking for a summer intern to design a "Youth Entrepreneur Mentorship" workshop to support selected mentors working with underprivileged youth in Bulgaria to support groups of youth, living without parental care, to design and implement their entrepreneurial projects. The end goal of the workshop is to prepare 5-10 future mentors to lead youth groups through full implementation of projects that can help them find a living as they leave the children's home they live in after they turn 18. The intern would be involved in:



- recruiting a suitable group of future mentors from across Bulgaria to participate in the workshop
- designing the training curriculum and related training materials (incl. motivating youth to engage in entrepreneurial activities, leading ideation sessions with the youth, helping the youth make their ideas concrete and design a business plan, raise funds for the project, raise publicity for the project, work together as a group and define clear roles for the team members, etc.)
- conducting the training in a way that ensures at the end of it trainers are ready to identify groups of underprivileged with potential to initiate their start-up projects, motivate them to get involved in such an activity and support related full-year entrepreneurial initiatives

#### Qualifications:

- self-starter and independent thinker, able to start a new initiative from scratch
- experience with communication and leadership skills building
- experience with entrepreneurial initiatives, writing a start-up business plan, fundraising for a start-up
- excellent presentation and communication skills
- past experience working with non-business people preferred

#### What you could learn from this experience:

- Develop your innovation skills and out-of-the-box thinking
- Experience in developing and shaping small enterprise ideas and strategic plans
- Develop your leadership skills by managing and inspiring confidence in a team of mentors
- Strengthen your communication skills by teaching business skills to a non-business background target group
- Learn how to quickly build and foster relationships in an environment likely to be very different from your own

The internships will be based in Sofia, Bulgaria. Some travel within Bulgaria as needed, and potentially also some travel abroad for the second part of Opportunity 1. Bulgarian language skills are not required, and no work permit needed. These are non-paid internships, and currently available is room and some support for board. Combined fundraising efforts should help provide for full board and transportation expenses.

To apply: please send your resume and motivation letter to [stepbulgaria@gmail.com](mailto:stepbulgaria@gmail.com) by the **29<sup>th</sup> of March**. Depending on the board's consideration, you will be contacted shortly for an interview or informed of the status of your application. If you have further questions before submitting your application, please feel free to contact us at the above e-mail address or to call: 0032 477 480 023 (Evgenia Peeva, SBF Managing Director). Thank you.