



"...From Surviving To Thriving"

Program Development Associate

Bridge to Freedom Foundation

<http://www.bridgetofreedomfoundation.org/>

Founded in 2008, Bridge to Freedom Foundation is a nonprofit charitable foundation based in the Washington, D.C. metropolitan area. The mission of Bridge to Freedom Foundation is to enhance the services and opportunities available to survivors of modern slavery. We do so by connecting for-profit corporations, community groups, educational establishments and the general public in the support and development of these victims.

Bridge to Freedom Foundation offers the unique opportunity to launch a new organization. We seek bright, motivated, and socially aware individuals to bring their skills and expertise to our organization. We offer flexible volunteer hours, educational and training opportunities, and the ability to network within D.C.'s nonprofit community.

We currently seek a Program Development Associate to assist in the general management and organizational development needs of the Foundation.

Position/Title: Program Development Associate

Goal of Position: To assist in the daily organizational and program development activities, allowing for individual growth, knowledge and skill development to be attained furthering a career in the human rights field or non-profit management in program development and management.

The responsibilities of the intern include (but are not limited to):

- Responding to enquiries regarding our programs, including program partnerships.
- Provide support with: corporate outreach efforts; development of pilot projects; coordination and logistics.
- Conduct research for both current and future programs, to seek new and innovative ideas to better assist survivors in their personal, educational and professional development.
- Draft budgets and pilot program plans.
- Assist in the implantation of program plans, and overseeing their development.

- Oversee the evaluation of current program practices and participant feedback, including the development of feedback forms and questionnaires.

Desired Qualifications:

- Bachelors Degree, 1-2+ years of experience preferred.
- Experience developing corporate and press contacts.
- Experience writing program plans and budgets.
- Experience booking interviews and speaking engagements.
- Good speaking and writing skills.
- Experience of using contact databases and conducting searches.
- Experience with database development and management.
- Experience in web design and development preferred, experience in updating websites is required.
- Enthusiasm for learning about modern slavery and the workings of a start-up non-profit

Timeframe:

Length of time/duration: Start and end dates are flexible, however a commitment of 3 months is requested.

Estimated hours: Volunteer position hours are flexible and are available on a full or part-time basis; however a minimum of 10 hours per week is suggested.

Scheduling: Scheduling is flexible and may vary based on organizational events and project deadlines.

Training Required: An initial week of training and orientation will be provided in order to acclimate interns to Bridge to Freedom Foundation's mission, goals and programs, as well as our staff and volunteers.

Location: Our office is located in Fairfax, VA, however it is not required that interns work daily from our office and much of the positions responsibilities and duties can be done virtually. Interns may also be asked to attend workshops, conferences or other offsite meetings and trainings. Time in the office versus virtual office hours will be established on an individual needs basis and may vary weekly.

Benefits: Although positions are unpaid BTFF will provide local transportation costs.

To Apply:

Interested applicants should send a cover letter outlining why you would like an internship with BTFF, application form, writing sample and a current resume to Cassandra Clifford at info@btff.org.