



2015 Internship Opportunity

Training Tools Library Intern

The Full Frame Initiative (FFI) is a national nonprofit organization that works to break the cycles of poverty and violence through systems change. In partnership with practical visionaries in government, nonprofits, research and communities, FFI documents, advances, and removes barriers to the “Full Frame Approach”— the principles and practices common to community-based organizations with a proven track record of helping people and communities facing multiple challenges* to thrive. **Learn more about us and our projects at fullframeinitiative.org.**

*e.g., poverty, violence, mental illness, addiction, homelessness, etc.

Training Tools Library Intern

The Full Frame Initiative conducts trainings and delivers presentations to a wide range of audiences. These activities have resulted in a collection of PowerPoint slides, exercises, resources and other materials. As the organization continues to grow, the ability to easily locate materials for tweaking for other presentations has become increasingly important. Current systems to locate either one exercise or one PowerPoint slide for another use rely on the memory of individual staff members for which presentation/training it was used for and where it might be found. The Training Tools Library Intern would have a key role in the development of a library of training materials.

The primary task will be to develop a system and structure for organizing a library of training materials (e.g. PowerPoint slides, exercises, resource and handouts) that is easily searchable at multiple levels: by individual slides, by training, by date, by keywords, by type of exercise, etc.

This may include:

- Identifying new or existing software that would be able to organize materials.
- Interviewing staff members to determine how to best organize the materials in a way that is easily accessible.
- Determining a system for organizing materials and searching for materials.
- Developing future procedures and processes to ensure continued organization of the materials.
- Organizing existing materials to be easily accessible across multiple search terms.
- Other tasks as essential to this process.

This can be a part-time or full-time internship and a stipend is offered.

Location

Internships are based out of our Greenfield, MA office with the opportunity to do some or all of the work remotely. We are experienced and adept at working with a virtual team. However, we understand the irreplaceable value of face-to-face contact.

Qualifications

Our organization and work is of particular interest to, and could benefit from, those studying psychology, public policy, sociology, economics, government, or a related social science field. Strong writing and communication skills are a must for any position, as are excellent organizational and time management skills.

Apply

Please send your resume and a letter telling us a little bit about yourself, why you are interested in an internship with FFI, and what you are hoping to learn and contribute. We prefer to receive your application electronically. You may email: talent@fullframeinitiative.org with documents as attachments (Word or pdf). Please put “2015 Internship” as your subject line.

The Full Frame Initiative offers interesting and meaningful internship opportunities with a team of friendly, supportive people. Don't take our word for it, read what some former interns have to say about their experiences with the Full Frame Initiative: <http://fullframeinitiative.org/about/jobs-and-internships/>

The Full Frame Initiative is committed to diversity and is an equal opportunity employer.