

## **Project Intern/Project Volunteer United People Global**

United People Global is recruiting a Project Intern/Project Volunteer to support our growing community as part of contributing to our mission to make the world a better place. This work is at the heart of our community, and it involves interacting with and serving our mission and our community. This position involves working exclusively with Konseye: The Mentorship Network, an initiative of the UPG Community ([www.konseye.org](http://www.konseye.org)).

Depending on the successful candidate's experience, this role may be classified as either an internship (candidate with 0–1 year of experience) or a volunteer opportunity.

### **About Konseye: The Mentorship Network**

Konseye is a global initiative dedicated to fostering mentorship, community, leadership development, and strategic networking for professionals. Our programs range from educational social media and community content creation on career and personal growth topics to stakeholder engagement and community-driven events such as group mentorship sessions, live webinars, and professional workshops. As we expand, we are seeking a motivated and proactive Project Intern/Volunteer to support our dynamic team and contribute to the operational success of Konseye.

This internship/volunteer position will provide the successful candidate hands-on experience across various areas of community management, digital marketing, event coordination, project management, and stakeholder relationship building. This opportunity is designed to boost Konseye's productivity while providing the intern/volunteer with invaluable real-world experience and professional growth.

The Project Intern/Volunteer may be tasked with assignments spanning various thematic areas and special initiatives as designated by the Founder/Executive Director.

- **Digital Content & Social Media:**
  - Assist in creating, curating, and scheduling engaging content for social media platforms and the community forum.
  - Support digital marketing efforts, including campaign monitoring and basic analytics.
- **Community Engagement & Event Support:**
  - Help coordinate and execute community-focused events, such as group mentorship sessions, live gatherings, and webinars.
  - Engage with community members, facilitating discussions and supporting mentor-mentee relationships.
- **Stakeholder & Partnership Engagement:**
  - Assist in maintaining and enhancing relationships with mentors, partners, and community stakeholders.
  - Contribute to developing strategies for mentor engagement and retention.
- **Administrative & Program Support:**
  - Provide administrative support, including preparing documents, presentations, and communication materials.

- Assist in monitoring and evaluating ongoing initiatives and establishing systems to track program impact.
- **Digital Design & Content Tools:**
  - Utilize design tools such as Canva, Adobe Express, or similar platforms to create visually appealing content.
  - Support updates and minor website maintenance tasks as needed.
- **Additional Projects/Special Initiatives:**
  - Contribute to ad-hoc projects and other responsibilities as assigned by the Founder to support Konseye's evolving needs.

### **Qualifications & Skills**

- Excellent command of the English language; proficiency in additional languages is a plus.
- Strong communication and organizational skills.
- Basic to intermediate proficiency in Microsoft Office and familiarity with digital design tools (e.g., Canva, Adobe Express).
- A proactive, self-motivated mindset with a willingness to take the initiative and work independently.
- Team player with the ability to collaborate effectively in a remote setting.
- Genuine interest in community management, digital marketing, and mentorship programs.
- Ability to manage multiple tasks and adapt to changing priorities.

### **Benefits for the Intern/Volunteer**

- **Professional Growth:** Enhance your CV with hands-on experience in community management and digital marketing within a global organization.
- **Networking Opportunities:** Connect with an international community and gain access to valuable industry contacts.
- **Mentorship Perks:** Enjoy a complimentary quarterly coaching session with the Founder and participate in group mentoring sessions with any mentor of your choice.
- **Flexible Work Environment:** Enjoy remote work with flexible hours that can accommodate between 10 to 40 hours weekly.
- **Pathway to Future Opportunities:** Priority consideration for new paid positions within the organization.

### **Commitment & Duration**

- **Duration:** 3 to 6 months
- **Weekly Hours:** 10 to 40 hours (flexible, part-time or full-time commitment)
- **Compensation:** Unpaid internship/volunteer position

### **How to Apply**

Applications are accepted on a rolling basis until the position is filled. If you are passionate about making an impact and eager to gain hands-on experience in a vibrant, mission-driven community, we encourage you to apply.