

2018 Spring Internship

Operations Intern

January - May, 2018

Feedback Labs, Washington, D.C.

Background

Listening to the people we seek to serve isn't just the *right* thing to do morally and ethically; it's also often the *smart* thing to do in terms of impact. Feedback Labs is a consortium of over 300 organizations working to create new norms in the philanthropy, aid, and governance sectors that put regular people in the driver's seat, with experts in a supporting role during program selection, design, implementation, and evaluation. Under the FBL umbrella, a wide range of implementing agencies, research and policy groups, technology developers, foundations, government agencies and others come together to put three questions front and center: *What do regular people want to make their lives better? Are we helping them get it? If not, what should we do differently?*

Opportunity

Feedback Labs is dynamic and growing. We are looking for an individual who feels passionately about our theory of change and has the drive and analytical prowess to help us rapidly shape this movement and our role within it.

This is a unique opportunity that requires a **current undergraduate student** who is comfortable in ambiguity and change, *takes initiative and can work independently*, likes challenges, and executes thoughtful, reasoned judgment. It also requires someone willing to roll-up her sleeves to get stuff done.

This opportunity is based at the OpenGov Hub in Washington, DC. This is a full or part time position and the duration of this opportunity is a **minimum of three months during the spring of 2018**. While unpaid, we can promise a chance to work with a fun and exciting team, shape a new organization, and learn from some of the most creative types in the sector.

The ideal candidate will have:

- A deep understanding of and ability to cultivate a communications and engagement strategy in a startup environment
- Excellent writing skills and the ability to communicate complex concepts
- Exceptional and precise attention to detail
- Strong interpersonal skills and the ability to work across teams

- The ability to work quickly and respond to feedback
- Willingness to run with a project or idea before it is fully formulated and iterate on it regularly
- A sense of ownership for one's own projects and responsibilities
- Value both the giving and receiving of honest and constructive feedback

Expected Activities

1. Contribute to the writing, editing, and formatting of external communications for core Feedback Labs' audience, including newsletters and blog posts
2. Maintain a robust network of leading NGOs, Philanthropy, and Aid organizations in, and develop a more robust use for, Salesforce
3. Support in the research and implementation of new HR and Finance systems as FBL transitions into an independent 501(c)3 nonprofit
4. Provide as needed research and project support for each member of the FBL team
5. Attend Feedback Labs team meetings and other meetings with external partners.

To Apply:

Please submit a resume and cover letter to: jobs@feedbacklabs.org

Any questions may be directed to info@feedbacklabs.org

Feedback Labs encourages applications from people of all genders, orientations, ethnicities, and backgrounds.

Date: November 2017