

2018 Spring Internship

Strategic Team 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 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:

- Excellent writing skills and the ability to communicate complex concepts
- Exceptional and precise attention to detail
- Strong organizational skills and ability to create and implement systems and processes
- A demonstrated desire to jump in where needed
- 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
- Experience with graphic design is a plus

Expected Activities

1. Manage the executive director's schedule by planning and scheduling meetings, conferences, teleconferences, and travel
2. Prepare research briefs and memos related to strategic priorities and business development opportunities
3. Assist with writing and editing reports and external communications, including members relations and grant reporting
4. Develop and implement organizational processes to improve the efficiency of the organization
5. Produce presentations and collateral to represent the work and mission of FBL as needed

Example Expected Project

Researching platforms that connect aid practitioners - Feedback Labs will be developing prototypes in January 2018 to connect aid practitioners who are part of the Doing Development Differently movement. The purpose is to enable better peer-to-peer learning for the Doing Development Differently community. As a precursor to this work, we would like an intern to research existing products and services that connect aid practitioners to their peers so that they can learn from each other. Responsibilities include:

- a. Developing a working definition of the sort of peer-to-peer learning platforms to be researched
- b. Mostly web-based research to find platforms matching the definition
- c. As needed and appropriate, interviews with external actors to uncover more platforms or deepen our understanding of already identified platforms
- d. Producing a short (1 - 4 page) report describing and categorizing the platforms that have been identified

To Apply:

Please submit a resume and cover letter to: jobs@feedbacklabs.org. Any questions may be directed to info@feedbacklabs.org. Only successful candidates will be contacted.

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

Date: November 2017