



www.chopart.org
ATL New Orleans
Hyderabad Accra

ChopArt is an arts nonprofit serving homeless teens in Atlanta, New Orleans, Hyderabad, India and Accra, Ghana. We provide a minimum of 6 weeks of art programming for 27,000 homeless teens all around the world. Our program is designed to build community, provide creative entrepreneurial opportunities for the youth and to combat some of the negative effects of youth homelessness such as drug abuse, sex trafficking and suicide.

ChopArt is seeking candidates for the following internship opportunity. Selected interns will work alongside the **CEO and Founder** and committees to develop programs, policies, and informational databases.

Compensation: Unpaid

Time commitment: 12 weeks, 12 hours a week

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| Job title | <i>Management Intern</i> |
| Reports to | <i>Board and Advisory Board members</i> |

Job purpose

The Management Intern engages the ChopArt executive staff to assess and develop strategy for organizational development elements. This intern will coordinate aspects of the organization's internal structure efforts and will have the opportunity to learn about our mission and directly work with organizational leadership to create skeletal and foundational organizational management materials.

Duties and responsibilities

- Assist with developing policies and procedures of program.
- Develop and update MOU agreements with domestic and international partners.
- Assist with developing strategic plans for independent organizational branches.
- Attend conference calls and events as needed to gain a well-rounded understanding of the organization.

Things You'll Learn

- About the lives and development of homeless youth
- How to strategize and assess organizational health.
- How to develop executive level organizational documents
- How to develop strategic planning appropriate to be received by sponsors and partners.
- How to advocate for our teens!

Qualifications

- An established knowledge and understanding of the homeless community
- Self-starter and exceptional content development
- Great organizational skills
- Trustworthy and responsible individual capable of effectively representing the ChopArt brand and its youth.
- Dedication to connecting the community to grow ChopArt capacity and reach