



INTERNSHIP ROLE DESCRIPTION

INTERN TITLE: MEP INTERN

REGION: Cape Town **HOURS:** Full Time (Mon – Fri 9am – 5pm)

TIME PERIOD: 1st February 2016 – 15th November 2016

REPORTING TO: MEP Development Officer

Summary

To support the MEP Development Officer (“MDO”) in all operational functions of the Message Entrepreneurship Program.

MEP Program

- To research and provide information to students for their business models.
- To help develop potential business models for microenterprises.
- Assist in performing lectures as part of the MEP program.
- To advise MEP students in their business model development.
- To provide spiritual, economic, social and emotional support to MEP Students.
- To provide support in marketing and updating social media and website.

MEP Administration

- To assist MDO in the various administrative duties of the program.
- To upload and manage MEP student information to Message database.
- To liaise with families about MEP.
- To assist in marking and assessing MEP student projects and homework.
- To oversee MEP calendar.
- To liaise with business advisors and guest lecturers for MEP program.

Events

- To help support the MDO in preparation and execution of the MEP Launch, Business Pitch Days and Graduation Events.

Other Responsibilities

- To attend Message Trust Tuesday morning prayer meetings.
- To attend monthly Message Trust prayer days

Person Spec

Qualities / Experience sought:

- Full driver’s license.
- Track record of leadership in at least two of the following areas: Christian prison ministry, youth at risk, community development, business consulting, research, advising, entrepreneurship and/or business model development.
- Experience in business, either academically or practically.
- Experience in planning and running events.
- Networking, influencing/promotional and negotiating skills. Strong self-motivation.
- Able to work cross-culturally and adapt to diverse and difficult environments.
- Ability to communicate effectively with youth at risk.
- A “hands-on” attitude, able to roll-up sleeves and pitch-in with practical task delivery.
- Understanding of Christian ministry issues.
- Track record in fundraising and networking.

Have a good reputation for displaying the following characteristics:

- Good communication skills
- Able to take initiative
- Dependable and Loyal
- Adaptable and Flexible
- Able to take constructive criticism
- Problem solver
- Patience
- Encouragement
- Honesty
- Sensitivity
- Able to hold own council
- Outgoing disposition
- Respect for authority
- Absolute discretion with members of the opposite sex
- Operate in an anti-discriminatory way

Personal Commitment

- Identification with the Trust's Statement of Values and Ethos.
- Commitment to Child Protection, Equality and Diversity and Health & Safety.
- Personal integrity and commitment to working as part of a team.

*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request.

*** Please email a copy of your CV and a motivational letter to info@message.org.za**