Virtual Summer Internship Packet
Ecuador 2020

I. Overview

The COVID-19 pandemic is having a profound impact on countries, organizations, and individuals around the world. These are especially unprecedented times for international NGOs and community development organizations who find their operations temporarily suspended. MPI is committed to advancing our mission of serving our community members in Ecuador and developing social change leaders this summer. To fulfill these goals, we have created a Virtual Summer Internship for the dates of **May 23rd to June 27th**. Through this virtual internship, we will offer our interns professional and personal development through meaningful work alongside our staff, volunteers, and community members. Each intern will be assigned to a “track” - Communication & Development, Program Design & Evaluation, or Community Development & Outreach - based on their skills and preferences. Through group work within their “tracks,” professional development seminars, private Spanish classes, virtual language exchanges, and face-to-face interactions with community members, we will provide interns with an in-depth overview of all that goes into running a community development organization.

II. Volunteer Expectations

**Goals for Virtual Summer Interns**

We are committed to providing you a meaningful & life changing internship through an innovative, virtual platform. We will arrange ample opportunities for you to connect with our community members, our local partners, and experienced staff and board members to give you a deeper understanding of what it means to work in a community development organization. Through engaging conversations, meetings, seminars, and group work we will help you accomplish the following goals:

1. Gain international perspective and cultural competency.
2. Learn another language.
3. Improve your leadership abilities.
4. Learn about another culture and its customs.
5. Apply your passions, skills and knowledge.
6. Learn about yourself and others by working and growing together.
7. Gain hands-on experience in community development.
8. Surround yourself with interesting people.
9. Use your passion to impact a community.
10. Change your life...
11. Change someone else's!
12. Advance your career goals.

Our Expectations of You

We are sure that you will bring several skills, experiences, and passions that will be valuable for our organization and that you will help us prepare and improve our programs going forward. We ask you to be committed, passionate, open-minded, and flexible this summer as we navigate this new terrain together. You will be given ample opportunities to share your ideas and skill-sets with our team members. We ask you to communicate with us openly and honestly throughout your virtual internship so that we can make this an impactful and meaningful experience for you.

Typical Week

We want to provide a healthy mix of structure and flexibility for your virtual internship. Although no one week will look the same for every virtual intern, you can expect to work around 25hrs/week, divided among the following tasks:

1) Private Spanish classes (3hrs/week)

Virtual interns will take online, one-on-one Spanish classes with Ecuadorian instructors from the Simon Bolivar Spanish School. Located in La Mariscal neighborhood of Quito, the Simon Bolivar Spanish School is a respected language institute committed to providing personalized and culturally-relevant classes that meet the unique needs of their students. Interns will schedule three hours of classes per week based on their preferences and instructors' availability.

2) Work in your 'Task Group' (6hrs/week)

Interns will be assigned to one of three ‘Task Groups’ - 1) Communication & Fundraising, 2) Program Metrics & Evaluation, 3) Community Development & Outreach. Each ‘Task Group’ will be assigned specific tasks on a weekly basis, as well as long term goals that will span the five weeks of the virtual internship. Your ‘Task Group’ will be led by one of our MPI team members who will also serve as your direct supervisor. You will work six hours per week through video conferencing with your ‘Task Group’ on meaningful and collaborative assignments that will advance the goals of MPI at our Ecuador site and directly benefit our community members.
3) Professional training seminars with staff, board members and community partners (4hrs/week)

We are committed to providing ample opportunities for professional development to our virtual interns. Each week, interns will participate in two training seminars of two hours each. One seminar will be led by an MPI staff or board member and will address topics such as leadership development, team building, and community development. The second seminar will connect virtual interns with leaders of our partner organizations who will provide our interns with firsthand knowledge of the important work they carry out in our community.

4) Group meetings & reflections (2hrs/week)

Virtual interns will participate in a full-team meeting for one hour per week. These meetings provide an opportunity for the three ‘Task Groups’ to present their progress to the rest of the MPI team. In addition to these groups meetings, you will also participate in a group reflection every Friday afternoon where you and your fellow interns will discuss the lessons and insights you gained from the previous week.

5) Language exchange with community member (2hrs/week)

One of our most successful programs here at MPI Ecuador is our weekly English conversation club. This program is invaluable to our community members who appreciate the chance to practice their English with native speakers. In order to continue this program virtually, we will assign one or two of our conservation club participants to each virtual intern. You will participate in a language exchange with your ‘buddy’ which will provide you with an opportunity to practice Spanish, and for your ‘buddy’ to practice English.

6) Individual check-in with supervisor (1hr/week)

Once a week, you will have a half-hour to hour check-in with your direct supervisor who will provide you with support and guidance throughout your virtual internship.

7) Individual work (7hrs/week)

We expect our virtual interns to work at least 25 hours/week, which in addition to your organized work and meetings, includes at least seven hours of individual work; however, depending on the needs and availability of each intern, you are welcome to work more!

Below is an example of what a typical week as a virtual intern may look like:
**The timing of meetings may change based on the availability of our staff and community members; we will also consider time zones to respect the schedules of our virtual interns.**

**We expect virtual interns to commit a *minimum* of 25hrs/week to their internship and track & submit their work hours to their supervisor on a weekly basis.**

### III. Task Groups & Assignments

You will be assigned to a Task Group for the duration of your virtual internship based on your strengths and interests. Your Task Group team will work on a variety of projects that will advance our organizations' goals and help us expand the impact we have on underserved communities in Valle de los Chillos. Below is a list of the projects for each Task Group. These projects may change based on the needs of the organization, as well as the great ideas and suggestions you bring to the team!

#### I. Communication & Development

##### A. Social Media

1. Develop new & creative bilingual content for our social media accounts
2. Lead & design a campaign to increase the number of Instagram & Facebook followers
3. Interview community members & write and publish feature articles for our blog and newsletters

B. Development
1. Develop an innovative fundraising campaign to raise money for English scholarships for underserved community members
2. Research & apply to grants to help fund initiatives on the ground
3. Investigate new financial partners for Manna Project in the U.S. & in Ecuador

II. Program Design & Evaluation
A. Design
1. Create & implement materials and lesson plans for our new English curriculum
2. Assist in development of Teacher Training Program for local public schools
3. Brainstorm new health & livelihood programs based on the needs of our community

B. Evaluation
1. Review & evaluate needs assessments from our community members and organize results in a report
2. Create systems & mechanisms to evaluate the success and impact of our programs
3. Improve and streamline our program metrics

III. Community Development & Outreach
A. Community Development
1. Develop a local website in Spanish for our community members
2. Create an online “community map” that displays & connects community members with resources in the area
   Evaluate & brainstorm new ideas for our local volunteer program

B. Outreach
1. Work with community members to brainstorm opportunities for increased community engagement: events, forums, focus groups, etc.
2. Design a campaign for ongoing needs assessments with our community members
3. Research new partnerships for Manna Project

Upon acceptance of your virtual internship, you will have the opportunity to express your preference for your Task Group. We will assign interns to Task Groups based on their preferences, skills, and interests. Although you will be assigned to a particular Task Group, all virtual interns will
have the opportunity to learn about the projects of the other Task Groups at group meetings, in addition to your professional development seminars which will address all aspects of working in a community development organization.

IV. Volunteer Timeline & Finances

Intern Timeline for 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract and $250 deposit due</td>
<td>Two weeks after acceptance email</td>
</tr>
<tr>
<td>Full payment due</td>
<td>One week prior to arrival</td>
</tr>
<tr>
<td>Virtual Intern Session 1 Start Date</td>
<td>May 23, 2020</td>
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<tr>
<td>Virtual Intern Session 1 End Date</td>
<td>June 27, 2020</td>
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<tr>
<td>On-Site/Virtual Intern Session 2 Start Date</td>
<td>June 28, 2020</td>
</tr>
<tr>
<td>On-Site/Virtual Intern Session 2/ Ten Week Intern End Date</td>
<td>August 2, 2020</td>
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Your payment as a summer intern will be made in the form of a donation to Manna Project International, on our website.

- Single Virtual Internship Session - 5 week position - $550
- Both Virtual Internship Sessions - 10 week position - $1,050
- Virtual Internship Session 1 + On-Site Session 2 - $2,500

What your donation covers:

Virtual Internship:
- Private Spanish classes (15 hours)
- Comprehensive onboarding (10 hours)
- Professional development trainings & seminars (20 hours)
- Personal advising with a staff member
- Language exchange with Ecuadorian community member

On-Site Internship:
- Housing
- Meals
- Program Transportation
- MedEx Travel Insurance
- Weekend Retreats
- Cultural Excursions

Your $250 deposit is to be postmarked no later than two weeks after your acceptance. This non-refundable deposit secures your position and is applied to the total program costs. If you are paying for your own trip, the money is not considered tax-deductible. However, funds donated toward your internship by third parties are tax-deductible.

An explanation of these costs can be found in the summer internship handbook, located on our website: [www.mannaproject.org/internship](http://www.mannaproject.org/internship). We ask that you please have all your money (deposit and other donations) turned in at least one week prior to your arrival in Ecuador. Please make all checks payable to Manna Project International (also write “Summer Intern” and your name on the memo line) and send them to:

Manna Project International  
PO Box 536144  
Orlando, FL 32853

V. Contact Information

Mail

**Orlando Office**  
Manna Project International  
PO BOX 536144  
Orlando, FL 32853  
615.290.5746
VI. Final Words

Although we are sad that we cannot have our first session cohort of interns in Ecuador with us this summer, we are confident that you will bring the same level of skill, passion, and enthusiasm to this new, virtual platform. We are so excited to continue to work with you this summer as you develop and explore your interests in community development and your global outlook. We are here for you and we are committed to making this experience as meaningful and impactful as possible!

VII. Contract of Service

I, ________________________, have read and agree to the information and policies set forth in the MPI Summer Intern Welcome Packet. I recognize my commitment to serving as an MPI Virtual Summer Intern during the time period of ________________ (dates of service) and that by choosing to terminate this Contract of Service before the stated end date, I surrender all the privileges that come with being an MPI Summer Intern. Exceptions to this policy may only be granted upon written consent from MPI's Executive Director.
I understand my responsibility as a Summer Intern to pay the fundraising commitment by the deadline of one week prior to my internship start date.

I recognize the fact that all money I raise through MPI is to be applied towards MPI's purposes as laid out in MPI's Bylaws under the sole discretion of MPI's Board of Directors. I acknowledge that my virtual internship expenses will be covered as laid out in the Summer Handbook online, and that any leftover money designated under my name at the time of my completion with MPI will be transferred into MPI's general fund.

Any questions about MPI's policies or this Contract of Service should be sent to Executive Director at info@mannaproject.org

____________________________________  __________________________________
Signature of Volunteer                  Signature of Witness

____________________________________  __________________________________
Print Name of Volunteer                 Print Name of Witness

____________________________________  _________________________________
Date                                     Date

Manna Project International Waiver & Release of Liability

Notice: This Agreement will affect your legal rights. Read it carefully!
In consideration of Manna Project International (hereinafter “MPI”) permitting me (Volunteer) to participate in its Summer Internship (hereinafter “Internship”) to the country of _________________ during the dates ______________________, the following waiver of all claims, release from all liability, assumption of all risks, agreement not to sue, and other terms of this agreement are entered into by me with and for the benefit of:

Manna Project International Inc. and its shareholders, directors, officers, employees, agents, contractors, suppliers and representatives (collectively hereinafter the “Personnel”)

1. **Waiver and Release of Liability**: I waive any and all claims that I have or may have in the future against MPI, release from all liability and forever hold harmless, and agree not to sue MPI, its Personnel, or its successors for any personal injury, illness, death, property damage or other loss that I may sustain during or as a result of any and all activities during the Internship. I understand and acknowledge that this Release discharges MPI, its Personnel, and its successors from any liability or claim that I may have against MPI, its Personnel, or its successors with respect to personal injury, illness, death, property damage or other loss that may result from my volunteer participation in the Internship.

2. **Assumption of Risk**: I understand that the services I provide to MPI may include activities that may be hazardous or dangerous to me including, but not limited to: volunteer program activity conducted in connection with any MPI sponsored or affiliated program; and/or personal injury, illness, death, loss of or damage to personal property during the Internship on account of a third party, accident, natural disaster, extreme weather, public health crisis or civil unrest. I hereby expressly assume the risk of any and all hazardous or dangerous activity I may engage in during the Internship.

3. **Insurance**: I understand that MPI does not assume any responsibility for or obligation to provide me with financial or other assistance including but not limited to medical, health, disability benefits or insurance of any nature. I understand I am wholly responsible for any and all additional insurance coverage that I may elect to choose.

4. **Use of Likeness and Media Release**: I grant and convey to MPI and its Personnel any and all right(s), title(s), and interest(s) in any and all photographs, images, video, writings (online and/or print), or audio recordings of my likeness or voice made by MPI or its Personnel in connection with my volunteer services to MPI. MPI and its Personnel retain the exclusive right to use any such media on its website, blogs, promotional materials, brochures, presentations, fundraising or in any other appropriate situation or venue.
In signing this MPI Waiver, I am not relying on any oral, written or visual statements of any kind, including promotional statements made by MPI or other brochures or by any of the Personnel to induce me to participate.

I confirm that I am of the full age of eighteen years and am of competent legal capacity, that I have read and understand what I am agreeing to in this Waiver before signing it, and that it will be binding upon me, my heirs, next of kin, executors, administrators and successors.

I agree that this MPI Waiver and the agreements it contains will be governed exclusively in all respects by and interpreted solely in accordance with the laws of the State of Tennessee. I hereby irrevocably submit to the exclusive jurisdiction of the courts of the State of Tennessee and I agree that no other courts can exercise jurisdiction over the agreements and claims referred to herein. Any litigation to enforce this agreement shall be instituted in the State of Tennessee and nowhere else.

BY SIGNING BELOW, I EXPRESS MY UNDERSTANDING AND INTENT TO ENTER INTO THIS RELEASE AND WAIVER OF LIABILITY WILLINGLY AND VOLUNTARILY.

Signed and witnessed on_______________________, 20____.

____________________________________  __________________________________
Signature of Volunteer                  Signature of Witness

____________________________________  __________________________________
Print Name of Volunteer                 Print Name of Witness