

INTERNSHIP PROGRAM OVERVIEW 2016 - 2023

Needs Statement

Since Sahiyo's inception in 2015, the Internship Program has hosted interns in the following disciplines: development, events & programs, policy, editorial, Bhaiyo (male engagement programming), research, social media, and communications. As a small grassroots organization, the Internship Program allows Sahiyo to build increased organizational capacity to meet [our mission](#) and fulfill our programmatic needs. This Internship Program also provides opportunities for individuals who want to gain experience and skills working in non-profit, humanitarian, and gender-based violence (GBV) work. Finally, once the internship is completed, interns have the option to keep working with the organization as volunteers or activists which builds Sahiyo's network.

Program Goals

- Increase Sahiyo's organizational capacity to meet our mission.
- Enhance the skill sets of future leaders in the field of non-profit, humanitarian, and gender-based violence work, in addition to enhancing their professional skills, such as communication, project management, leadership, time management, team building, technology, cultural sensitivity, content writing, translation, social media outreach, and public speaking.
- Support interns in building domestic and global networks to support their own development and growth in the non-profit and humanitarian professional space.
- Build on our relationship with interns so that they continue to support Sahiyo as volunteers after their internship term has ended.

Program Activities

Outreach & Recruitment

In order to recruit interns, Sahiyo advertises internship positions on college and job boards. All potential interns apply to available positions by submitting their resume and cover letter, along with specific requirements for various internships (i.e. writing samples for the Editorial Team). Applicants invited to the next stage will interview with the Sahiyo team member who correlates with their department of choice.

Onboarding

Interns go through an onboarding process where they learn more about the organization, FGC, best practices, role expectations, and more. Each intern is connected with the department lead to help them schedule tasks and provide resources.

Assignments

Interns are assigned specific tasks and are expected to complete a monthly report outlining their activities, as well as lead weekly or biweekly meetings to update their supervisor on projects and collaborate as a team.

Exiting

After the completion of the internship, interns participate in an exit interview with a Sahiyo staff member from a different department. This process enables the organization to get honest feedback from the intern about the program.

Program Impact by the Numbers

27

interns from July '22-
November '23

3,188

hours of work completed
for Sahiyo by interns
(2021-2023)

6

departments at Sahiyo
currently have interns

Program Impact

Across the different departments that offer internships at Sahiyo, interns are expected to complete specific tasks.

- Bhaiyo Interns: organize Bhaiyo meetings, help recruit new members, and work to expand the program.
- Development Interns: help with grant research, writing, and management tasks as well as developing fundraising events.
- Editorial Interns: write blogs, edit content written by other Sahiyo staff and volunteers, and contribute to the monthly newsletter.
- Events & Programs Interns: are expected to plan a webinar which includes researching a topic, coordinating speakers, learning how to use digital event management platforms, and creating materials to promote the event.
- Policy Interns: attend coalition meetings, coordinate legislative meetings, and organize policy advocacy events.
- Social Media and Communications Interns: create social media content, as well as plan and execute public awareness campaigns.

Additionally, the Internship Program can cultivate future staff who will possess a strong foundation in Sahiyo's mission, morals, values, and organizational structure as a result of their internship experience.

Looking Forward

Sahiyo hopes to grow the Internship Program by:

- Increasing the number of interns working with our organization at any given time.
- Creating paid internship positions to compensate for the work our interns do for our organization.
- Creating a Volunteer and Intern Coordinator position.
- Building out new internships that we have (i.e. Policy and Bhaiyo).
- Hosting a monthly Zoom call for interns across all disciplines.
- Conducting student outreach and recruitment, including Sahiyo presentations hosted by interns at current interns' respective universities.
- Developing the Internship Program to include students whose master's courses require a full-time three-month internship.
- Conducting outreach activities, including having interns network in their home country and co-host events with NGOs working in the area of GBV or women's rights.