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# Scope of Work

## Program Intern

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**Positions: Program Intern (Part-Time)**

**Reports to: CEO**

**Location: Remote**

**Starting date: 22 August 2022**

### Overview

The adoption of blockchain technology is paving the way for innovative solutions to fundamental societal challenges. Blockchain initiatives can strengthen digital identities, improve value chains, reduce fraudulent elections, combat corruption, and preserve land and medical records, among other use cases.

Impact Plus seeks to achieve social impact through the implementation of blockchain solutions in Kenya, South Africa, Nigeria, Brazil and Mexico. We believe local players with deep societal understanding are well positioned to use this technology to build positive, viable, effective, and sustainable solutions. We partner with international blockchain organisations to gain valuable support and expertise for maximizing on-the-ground success.

The role of **Program Intern (Part-Time)** will be to provide daily support to the CEO of the organisation.

### Key Functions

- Oversee strategic planning and implementation; Work with CEO and Management team to understand needs and suitable solutions the company can provide.
- Foster key internal and external relationships; follow-up emails, circling back on conversations, or requesting more information on behalf of the CEO.
- Engage in ecosystem to identify new opportunities and potential partnerships.

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- Improve internal processes and decision-making; streamline HR processes, optimize project management platform, build necessary templates.
  - Organize and manage internal information of the research and activities departments.
  - Manage corporate meetings to get the message across all stakeholders.
  - Streamline internal communication processes.
  - Act as copywriter when necessary.
  - Draft notes, communications, and research results.
  - Assist business development with internal processes and external partnerships.

### **Required Skills & Experience**

- BA or MA in international relations, business administration, technology or related fields.
- Very strong writing skills
- Knowledge of web3 ecosystems and technology is a very strong advantage.
- Knowledge of other languages (Portuguese, Spanish, French, Swahil) is a strong advantage.
- Good academic record.

### **Key Competencies**

- Organizational skills
- Efficiency
- Communication

### **Time Allocation and Parameters**

- 6 month contract. A three-month trial period applies to the position, followed by a performance review and discussion of potential next steps.
- This is a part time position (4h per day).

### **Remarks**

- All selected candidates -as does all of the team- will pass basic trainings (workplace harassment, sexual harassment, etc.)
- The selected candidate will enter a consultancy agreement with Impact Plus.
- Candidates will receive a stipend.

### **How to apply?**

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- Applications will be reviewed on a first-come basis.
  - Apply at <https://www.impact-plus.io/careers>

*At Impact Plus, we are committed to creating a diverse and inclusive environment of mutual respect. Impact Plus recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.*

*Impact Plus has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the company, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Impact Plus' policies and procedures through a signed agreement.*