

Internship Opportunity Institute Administration and Logistics Intern

Reporting to: Assistant Manager, Administration
Location: Islamabad and Karachi
Recruitment type: Contractual
Positions: 02 [Islamabad] & 01 [Karachi]

The Organization: Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives. Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking, and engaged citizens. To that end, we are aiming to grow our movement aggressively over the coming years and are looking for team members who will work passionately and rigorously to achieve this goal.

The Training Institute

Teach For Pakistan will run a Training Institute in Islamabad and Karachi for a period of six weeks. Through these six weeks, Teach For Pakistan's newly recruited cohort of Fellows will come together for an intensive pre-service training program. The purpose of this Institute is to prepare Fellows to produce significant academic gains with their students and assume full-time teaching responsibilities starting August. Additionally, the Institute will prepare Fellows to start their leadership development and community mobilization journeys in their Fellowship. The Institute team will work closely with our local school partners so that new Fellows can start off with a high-quality placement school program in their respective communities.

The Role:

Position Summary

This is an in-person, full-time, contractual role for the duration of the Training Institute at Teach For Pakistan. The duration of this role is tentatively from **24th June to 17th August, 2024**. Starting and ending dates can be modified on a case-by-case basis.

The Administration and Logistics department ensures the smooth functioning of all Institute operations with respect to logistics and administration.

Responsibilities for this role involve:

- Supporting the administration team in procuring necessary items for the Institute Facilitating the
- set up of Institute space in collaboration with the administration team Efficiently managing the
- Institute's inventory
- Coordinating with multiple stakeholders to ensure the smooth running of daily operations

The Ideal Candidate is a self-starter who thrives in a high-stakes, fast-paced role in a start-up environment, seeks a learning experience and is deeply committed to social change.

S/he will have the following qualifications and skills:

- Enrolment in the third or final year of undergraduate studies at an accredited university in Pakistan or abroad. Fresh graduates are also encouraged to apply
- Excellent critical thinking and problem-solving skills
- Strong organizational, planning, and time management skills Professional
- attitude with a keenness to learn new things
- Adaptability to work in diverse, fast-paced situations and circumstances

Stipend: Institute interns will be eligible for a small stipend to cover transport and other minor expenses.

To Apply Submit your application by filling out the form below. Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

For the application form, [Click Here](#).

Application Deadline: May 17th, 2024

We strongly encourage prospective candidates to conduct thorough research on our organization by visiting www.iteachforpakistan.org and exploring our social media pages before submitting their applications.