

Internship Opportunity **Institute Operations Intern**

Reporting to: Assistant Manager, Operations

Location: Islamabad

Recruitment type: Contractual

Position: 1

Teach For Pakistan is a non-profit start-up 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. We envision the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged citizens.

The Training Institute

Teach For Pakistan will run a Training Institute in Islamabad 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.

Position Overview

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 **23rd June to 15th August, 2025**. Starting and ending dates can be modified on a case-by-case basis.

The Operations 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 Institute
- Facilitating the 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 stipend to cover minor expenses.

How To apply: Submit your application by filling the form by 12th May 2025. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

Application Form link: <https://forms.gle/9aKvShLfgEr3taa48>

We strongly encourage you to learn more about us at www.iteachforpakistan.org and our social media pages before applying.