

The logo features the word "COMMUNITY" in a large, bold, black sans-serif font. The letter "O" is replaced by a stylized graphic of two overlapping circles, one black and one magenta. Below the "COMMUNITY" text, the word "CONNECTORS" is written in a smaller, grey, sans-serif font. To the left of the text, there are two stylized human figures represented by curved lines, one black and one magenta, overlapping each other.

**COMMUNITY**  
CONNECTORS



**TakingITGlobal**  
INSPIRE INFORM INVOLVE

<http://www.takingitglobal.org>

## About TakingITGlobal:

TakingITGlobal seeks motivated, creative and outgoing young people for the internship position of **Community Connector**. If you're interested in youth engagement in the online environment, gaining experience in online media and working in a high-energy Community, this could be your ideal placement.

TakingITGlobal ([www.takingitglobal.org](http://www.takingitglobal.org)) is an international organization - led by youth and enabled by technology. TakingITGlobal connects youth to find inspiration, information and involvement in their local and global communities. Headquartered in Toronto, Canada, with a growing worldwide presence, the organization's flagship program is TakingITGlobal.org ([www.takingitglobal.org](http://www.takingitglobal.org)), the most popular online community for young people interested in connecting across cultures and making a difference, with hundreds of thousands of visitors each month. Through both our online community, TakingITGlobal.org, and our offline programming, we strive to:

- Develop the capacity of youth as stakeholders and decision makers in their global and local communities.
- Foster cross-cultural dialogue and understanding.
- Increase both action and awareness among youth around global issues.

TakingITGlobal also works with global partners – from UN agencies, to major companies, and especially youth organizations – in order to build the capacity of youth for development, support youth artistic and media expression, make education more engaging, and involve young people in global decision-making.

## Why you should intern with TIG:

Being an intern with TIG is a great opportunity for young students to become personally involved and to play a role in inspiring, informing and involving other young people around the world. By improving the quality and quantity of multilingual activities on our site, interns help expand the networking possibilities and engagement opportunities of our language-speaking members. Being an intern also provides the opportunity to gain meaningful professional experience and learn new skills. We have a strong international reputation so experience with our organization will be respected by future employers.

This internship gives you a chance to affect change and get involved in your local community, strengthening youth networks and mobilizing youth to participate in their local area. The active participation on TIG will allow you to make connections with incredible individuals and organizations in your local area. You will have the opportunity of promoting your country's culture and youth activities

through our international platform, effectively giving youth in your area a stronger presence at the international level. As an intern with TakingITGlobal you will be part of a team of youth leaders and innovators who create opportunities for more than 170,000 youth around the world!

At the end of the six-month internship, if all the requirements have been fulfilled satisfactorily, you will be issued an official TakingITGlobal "letter of recognition" for your records and you may be asked to continue in the capacity of Community Connector.

### **About the position:**

This position is available as a six-month, unpaid internship starting in mid-August 2008 and ending in mid- February 2009 for a weekly rate of 5-8 working hours. Some countries may have multiple Community Connectors based on location, and we reserve the right to terminate the internship at any time if the intern's performance is not deemed adequate. Punctual monthly reports and a final report are pre-requisites to obtaining a "letter of recognition" from TakingITGlobal upon completion of the internship. Failure to submit timely monthly or final reports will result in the disqualification of the candidate from receiving the letter of appreciation and therefore successfully completing his or her internship with TakingITGlobal.

### **Ongoing On-line Duties & Responsibilities (see chart):**

- 1) Participating as an active TakingITGlobal community member, particularly on the "Language" community:
  - Submitting two "language" articles to Panorama during the course of the internship;
  - Responding to TIGblog entries and posting one entry of your own (in your language) on a weekly basis;
  - Leaving Global Gallery comments on artist pages, particularly artists from your same country;
  - Approval of multilingual submissions (if applicable);
- 2) Creating online connections of members from your country and enhancing their engagement;
- 3) Researching existing content on TIG website to cover the different sections of the your country newsletter;
- 4) Finding interesting external content regarding events, initiatives, organizations or opportunities that could be of interest to the local community (3 new submissions per week);
- 5) Sending out a monthly newsletter to local members (may be done in collaboration with other Community Connectors from your country);

- 6) Sending punctual monthly reports to Multilingual Programs Manager.
- 7) Keeping an internship diary for final report (through Project Page);

### **Off-line Duties & Responsibilities (see timeline):**

- 8) Organizing and facilitating one Open Forum and one Workshop on TIG Tools during the course of the Internship;
- 9) Outreach activities to local media, youth organizations, high school, universities, community centers etc. to promote TakingITGlobal;
- 10) Interview two remarkable members of the community and post the interview in Member Stories;
- 11) Local engagement (participation in local events) when possible;
- 12) Adhere to the schedule/timeline of duties prepared by Multilingual Programs Manager;
- 13) Help recruit volunteer translators for your language (optional);
- 14) Other tasks, as need be.

### **Qualifications/Skills Required:**

- Interest in online activities targeted to youth/youth organizations;
- Strong oral and written skills;
- Positive and open minded;
- Knowledge of social change and international issues an asset;
- Ability to work independently, in groups and in a virtual context;
- Bilingual (English and local country language);
- An active member of TakingITGlobal's online community is considered an asset;
- Attention to detail and able to respect deadlines;
- Excellent IT/computer skills;
- Motivated;
- Enrollment in university considered an asset;
- Interest or background in current affairs, languages and international issues, with particular interest in youth engagement and information and communications technologies.
- Good knowledge of TakingITGlobal and its program considered an asset;
- Background in social justice/youth involvement considered an asset
- Between 18 and 26 years of age.

## Duties and Responsibilities:

On-line	
<b>1. Active TIG Profile</b>	
Panorama submissions	2 (in six months)
Blog posts	24 (1/week)
GG Comments	24 (1/week)
Multilingual content approval	if applicable
Commitments, Petitions, Discussion Board participation	48 (2/week)
<b>2. Creating Connections</b>	
Contact with members	24 (1 new/week)
Newsletter	6 (1 per month)
Research member content for newsletter	6 (1 per month)
Database Submissions	72 (3 per week)
<b>3. Reports</b>	
Monthly Reports	6 (1 per month)
Project Diary	Ongoing
Final Report	1
Off-line	
Meetings (one Open Forum, one workshop on TIG)	2 (see timeline)
Outreach activities (local organizations, media, schools etc.)	3 (see timeline)
Interviews with members of the community	2 (see timeline)
Local engagement (participation in local events)	when possible
Optional	
Recruiting volunteers for multilingual team	

## Timeline:

Task/Month	Mid-August	September	October	November	December	January	mid-February
TIG profile							
Member							
Newsletter							
Internal research							
Submissions							
Monthly Report							
	Panorama Outreach	Interview	Open Forum	Panorama Outreach	Open Forum	Interview Outreach	Final Report

For more information or to apply for any of this position, interested candidates can send an email to Chiara Camponeschi, Multilingual Programs Manager, at [chiara@takingitglobal.org](mailto:chiara@takingitglobal.org)

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For more information about TakingITGlobal, please visit: [www.takingitglobal.org/about/](http://www.takingitglobal.org/about/) and for more information on our tools and services: [www.takingitglobal.org/sitemap.html](http://www.takingitglobal.org/sitemap.html)