



# Virtual Summer Intern Handbook

"The internship allowed me to grow personally and discover my passions and abilities. It helped me decide the type of work I aim to do in the future and opened my eyes to relationships in the community that MPI has formed and the trust and time that went into them."

-Caroline, MPI Intern Nicaragua

"The work that [Manna Project is] doing here is truly meaningful to the communities that we are reaching out to, and its logical and sustainable nature works to comprise an operation that is not only beneficial to the communities, but rewarding for the volunteers as well."

-Sofie, MPI Intern Ecuador



# Why Become A Summer Intern?

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Gain International Experience

Learn another language

Improve your leadership abilities

Experience another culture

Apply your passions, skills, and  
knowledge to impact a community

Learn about yourself and others in a  
shared living environment

Gain hands on community  
development experience

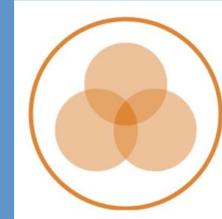
**Change your life...**

**Change someone else's!**



# About MPI

Manna Project International (MPI) connects college students, recent graduates and young professionals with international opportunities where they can apply their passions, experience, and education. Our mission is to foster communities of talented young leaders to become the next generation of social change agents by engaging in collaborative, on-the-ground service with international communities in need.



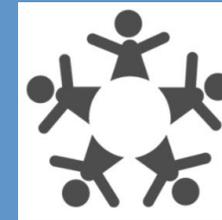
# Our Pillars

## Holistic Approach

MPI's holistic approach to development recognizes that the challenges faced by the communities we serve are multifaceted and must therefore be addressed through a variety of disciplines.

## Community Focus

By focusing on a specific community, we are able to effectively pursue holistic development through the vital foundation of building relationships and trust with community members.



## Leadership Development

Program Directors on the ground are supported and trained while simultaneously receiving a large amount of responsibility and autonomy, providing them with the opportunity to learn through both firsthand experience and the mentorship of established development professionals.



# Communities Serving Communities



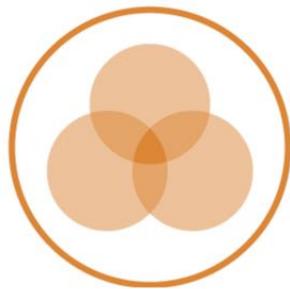
MPI's vision is to create communities of young leaders that help break the cycle of poverty in underserved communities around the world. It's why our mantra is "communities serving communities" and it's why we are different. We take a grassroots approach to development, assessing a community's needs through relationships, community feedback, and data collection before responding with targeted, specific actions designed to effectively meet established needs. By working hand-in-hand with locals and other international organizations, we are able to raise awareness of community needs and attract student and graduate volunteers seeking to pursue a specific call to service. Our volunteers receive first-hand exposure to the global issues that match their interests and further individual career paths.

The luxuries of growing up in a country of high standards of peace, justice, liberty, and prosperity inhibits some Americans from realizing the uniqueness of their lifestyle. Although many college students across the country are informed of the social realities of foreign countries, most have not had the opportunity to leave the confines of national borders to experience life in another culture. International opportunities bring students in contact with global issues, allowing them to identify with foreign cultures and gain perspective into their own lives. MPI participants broaden their horizons through first-hand contact with a foreign culture and gain valuable work experience by leading community development programs in areas of their education and career interests.

MPI directs its efforts towards communities in need: communities with inadequate access to basic educational, medical, and livelihood resources. MPI aims for a holistic approach to community development, working with people of all ages in various aspects of their lives. This broad approach enables our volunteers, who come to MPI with diverse career paths and skills, to work together and provide each target community with the resources to serve its specific needs.

Not sure what it means to take a holistic approach? Here's an example. If a community's health care needs are not being met, a linear approach would be to build a health clinic. A holistic approach might involve:

- Community-wide preventative health education
- Nutrition classes and lessons in healthy cooking
- Access to medical check ups and procedures
- Recreational activities that increase physical and mental health



# Get Involved



MPI seeks college students and recent college graduates to implement development programs in our partner communities in Latin America. Domestically, MPI serves through college Campus Chapters, University Partners and Alumni. These stateside participants complement MPI's international initiatives by raising awareness and support while working toward similar goals in their local communities. Internationally, MPI offers three types of opportunities:

1

## Program Directors

Serve for **three to thirteen** months and are responsible for the long-term growth and sustainability of the organization and its programs.

2

## Summer Internship

Work under the guidance of Program Directors at each site for five or ten-week terms, helping run daily programs while developing new initiatives.

3

## Short-term Groups

Groups of six to twelve students spend one week at one of MPI's international sites, completing a project of their choice.

## International Involvement



- Work with fellow members of the international team to implement community development programs
- Create opportunities for growth and education in our partner communities
- Broaden your understanding of current global issues
- Define your personal career goals
- Focus on your professional development through hands-on experience

## Domestic Involvement



- Establish MPI chapters in U.S. universities and colleges
- Build bridges between universities and communities
- Engage with current students and faculty through local service opportunities
- Take part in short-term international development opportunities
- Encourage community programming events

## Partner Organizations



- Network with international organizations on behalf of MPI
- Assist in supporting and sustaining the efforts of partner organizations also working with MPI's partner communities



# Virtual Volunteer Expectations

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Although we are saddened that we cannot have you on the ground this summer due to the global impact of COVID-19, we are committed to providing you a life changing internship through an innovative, virtual platform. We will arrange ample opportunities for you to connect with our community members, our local partners, and experienced staff and board members to give you a deeper understanding of what it means to work in a community development organization. Through engaging conversations, meetings, seminars, and group work we will help our virtual interns to gain meaningful community development experience and engage with our community in Ecuador.

We are sure that you will bring several skills, experiences, and passions that will be valuable for our organization and that you will help us prepare and improve our programs going forward. We ask you to be committed, passionate, open-minded, and flexible this summer as we navigate this new terrain together. You will be given ample opportunities to share your ideas and skill-sets with our team members. We ask you to communicate with us openly and honestly throughout your virtual internship so that we can make this an impactful and meaningful experience for you.

We want to provide a healthy mix of structure and flexibility for your virtual internship. Although no one week will look the same for every virtual intern, you can expect to work around 25 hrs/week, divided among a variety of tasks outlined on the next page.

# A Typical Week

## Private Spanish Classes

Virtual interns will take online, one-on-one Spanish classes with Ecuadorian instructors from the Simon Bolivar Spanish School. Located in La Mariscal neighborhood of Quito, the Simon Bolivar Spanish School is a respected language institute committed to providing personalized and culturally-relevant classes that meet the unique needs of their students. Interns will schedule three hours of classes per week based on their preferences and instructors' availability.

## Task Group Work

Interns will be assigned to one of three 'Task Groups' - 1) Communication & Fundraising, 2) Program Metrics & Evaluation, 3) Community Development & Outreach. Each 'Task Group' will be assigned specific tasks on a weekly basis, as well as long term goals that will span the five weeks of the virtual internship. Each group will be given meaningful and collaborative assignments that will advance the goals of MPI at our Ecuador site and directly benefit our community members.

## Group Meetings / Reflections

Interns will participate in a full-team meeting for one hour per week. These meetings provide an opportunity for everyone to check in and share their progress to the rest of the MPI team. You will also participate in a group reflection every Friday afternoon where you and your fellow interns will discuss the lessons and insights you gained from the previous week.

## Professional Development

We are committed to providing ample opportunities for professional development to our interns. Each week, interns will participate in a variety of seminars, discussions, and cultural activities led by MPI staff, board members, alumni, and our partner organizations. Trainings will address topics such as leadership development, cross-cultural understanding, team building, career basics, and community development.

## Language/Cultural Exchange

One of our most successful programs here at MPI Ecuador is our weekly English conversation club. This program is invaluable to our community members who appreciate the chance to practice their English with native speakers. In order to continue this program virtually, we will assign one or two of our conversation club participants to each virtual intern. You will participate in a language exchange with your 'buddy' which will provide you with an opportunity to practice Spanish, and for your 'buddy' to practice English. You will also be able to exchange information about yourselves and your cultures.

## Virtual Programming

Interns will assist MPI's Program Directors in leading virtual programming for community members in Ecuador, including English classes and kids programming, as well as provide partner organization program support.

## Check-ins

You will have regular check-ins with your direct supervisor who will provide you with support and guidance throughout your virtual internship.

# Virtual Summer Intern Fees & Timeline

MPI is excited to offer two, five-week virtual summer internship sessions, as well as a ten-week option for selected interns. The table below outlines start and end dates for each session, as well as due dates for internship fees (outlined on the next page).

<b>2 weeks after acceptance</b>	<b>Contract and \$250 deposit due</b>
<b>One week prior to start date</b>	<b>Full Payment Due</b>
<b>May 24, 2021</b>	<b>Start Date Session 1 / Ten Week Interns</b>
<b>June 25, 2021</b>	<b>End Date Session 1</b>
<b>June 28, 2021</b>	<b>Start Date Session 2</b>
<b>July 30, 2021</b>	<b>End Date Session 2 / Ten Week Interns</b>

# Financial Obligation

MPI's Virtual Summer Internship costs **\$550** per five-week session per volunteer. This fee covers:

- Virtual orientation
- Opportunity to lead community programs virtually
- Professional development trainings
- Virtual language exchange opportunity
- Private weekly Spanish classes with Simon Bolivar Spanish School

Many interns raise funds for both program expenses and travel using some of the methods listed below. If personal contributions amount to more than the required amount for your stay, you may choose to designate them to a particular community program or to MPI's general fund. For more information, please email [summer@mannaproject.org](mailto:summer@mannaproject.org).



## Personal Support Letters

Although it can be difficult to ask for financial support, friends and family often find it a privilege to support the MPI experience. Fundraising brochures and examples of personal support letters are available to accepted applicants upon request.



## Corporate Support

Approaching small and large businesses is another proven and effective fundraising mechanism. Coupling your request with a detailed fundraising proposal can increase likelihood of success.



## Fundraising Events

Many MPI participants have hosted successful fundraising events such as golf tournaments, auctions, and dinners. With good organization and foresight, these events can raise significant support for individuals and for specific programs.



## Grantwriting

There are many grants and fellowships available for volunteering projects. Check at your University to see if there are any grants or scholarships offered to help cover internship experiences like this one.

Interns will be regularly updated on fundraising progress. All donations to your summer expenses should be addressed to Manna Project International and clearly marked with your name. All donations should be mailed directly by the donor to:



All donations to Manna Project International are tax-deductible. However, U.S. law prevents MPI volunteers from receiving a tax-deduction if they write a personal check to cover their own program expenses. Financial information is kept strictly confidential between MPI and each individual.





# Apply Today!

- 1** Complete MPI's **Virtual Summer Internship Application**, available on our website. Specify your site, program, and session preferences, and please be prepared to write a one page personal statement addressing your professional goals, commitment to service, community focus, holistic development, and interest in living and working abroad.
- 2** Submit one letter of recommendation, in PDF format, to [summer@manna-project.org](mailto:summer@manna-project.org)
- 3** Submit your resume, in PDF format, to [summer@manna-project.org](mailto:summer@manna-project.org).

We look forward to receiving your application.  
From everyone at Manna Project International, thank you!

