SAMPLE INTERN SPECIAL PROJECTS

Are you interested in hosting an intern, but not quite sure how to determine projects that are challenging, yet developmentally appropriate? Or comprehensive but not overwhelming? We’ve compiled a list of some sample special projects that will help you meaningfully engage an intern in the work of your organization while also supporting intern learning and development.

FUNDING & DEVELOPMENT

- Coordinate donation drive and manage donor recordkeeping
- Identify grant opportunities and manage application process
- Research potential sponsorship and draft donation procurement letters
- Revise, pilot test, and finalize the funding process

POLICY

- Analyze current administrative policies and legislative proposals and determine in a report how it will affect communities and federal and state budgets
- Conduct a qualitative or quantitative research project
- Create policy-focused content such as letters and one-pager statements
- Monitor policy activity by attending (virtual) events and hearings and create summary reports
ADVOCACY

- Coordinate a campaign by organizing phone banks, text banks, and email campaigns
- Develop a roster of community activist and volunteers and work to prepare them for advocacy efforts
- Provide briefing on advocacy issues and case management support to staff

OUTREACH & RECRUITMENT

- Manage and expand the volunteer database
- Provide volunteers outreach training for phone banking and email correspondence
- Identify potential partnerships and sponsorships and determine long-term relationship-building strategies in an assessment report

COMMUNICATIONS & MARKETING

- Create a social media posting calendar and manage social media platforms including Twitter, Facebook, Instagram, YouTube, LinkedIn, etc.
- Plan, develop, and implement strategic social media and public relations initiatives
- Create, organize, and execute email campaigns in MailChimp
- Coordinate with internal or external partners to create print, designs, or other media for distribution
PROGRAM DEVELOPMENT

- Organize and lead a town hall meeting
- Assist in workshop and training facilitation and curriculum development
- Develop a project proposal outlining project scope, deliverables, stakeholders, timeline, budget, and risk

ASSESSMENT

- Conduct post-program assessment and produce a report
- Review current programs and initiatives and provide a comprehensive evaluation