



THE GLENN FAMILY  
FOUNDATION  
854 Custer Street,  
Valley Stream, NY 11580  
United States of America

THE GLENN FAMILY  
FOUNDATION  
#3 Blackford Street,  
Cantaro Village, Santa Cruz  
Trinidad and Tobago

### VACANCY : Summer 2023 Project Development Intern

THE GLENN FAMILY FOUNDATION is seeking a Project Development Intern for July and August 2023 to help support the planning, resource mobilization, and operationalization of two new initiatives. This summer, our intern will be responsible for activating our Friends of Trinidad and Tobago project and our yet-to-be-titled project around supporting the Lionfishing industry in Trinidad and Jamaica. The purpose of the Project Development Internship is to expand the capacity of our non profit organization to address social, economic, and environmental issues in the Caribbean while also giving an opportunity to university students to gain real-world experience working on addressing issues related to their studies and vocational passions.

**POSITION TITLE :** PROJECT DEVELOPMENT INTERN, SUMMER 2023

**DEPARTMENT :** Executive Office

**SUPERVISOR :** Darren J. Glenn, Executive Director

**JOB TYPE :** Part-time (15 hours per week), Intern (paid), Remote\*

**LOCATION :** Remote\*, Brooklyn Public Library, Brooklyn Green Space

**REMUNERATION :** \$600.00 Stipend

**INTERNSHIP SUMMARY :** The 2023 Project Development Intern will assist with the planning, background research, social media content, drafting of supporting documentation, and some of the coordination for two Glenn Family Foundation Projects on a part-time basis between July and August 2023.

This year (2023), the two projects that will be the focus of the Project Development Intern will be:

- *Friends of Trinidad and Tobago*
- Untitled Lionfishing Project



**RESPONSIBILITIES :** Weekly Assignments [2-3 assignments per week]

- The Project Development Intern will have 1 assignment tied to each of the 2 projects due on the Thursday of each week.

Social Media Content Support [9 TikTok Videos]

- The intern will assist with nine TikTok Videos promoting the projectwork and brand of the Glenn Family Foundation throughout the duration of the contract

Weekly Check-In Meeting [Mondays]

- The intern will be required to check in with a Glenn Family Foundation Executive Board member on each Monday

Three Progress Reports

- Ahead of each stipend payment, the intern will submit a one-page report on the work that they had completed and work in progress. A completed log-sheet recording their work hours will also be required. Each of the three reports will function as an invoice.

Three In-Person Working Days

- While the vast majority of this internship will be conducted virtually, the intern will be required to report to work in person on three occasions.
- [In person meetings will be at a Brooklyn Public Library branch location, or at a public park and/or green space location in Brooklyn]

**NOTES :** The three required in-person working days notwithstanding, the vast majority of this internship will be remote. The \$600 Stipend will be disbursed in three payments of \$200.

A signed copy of their approved log-sheet will be provided along with their performance review following each of the three stipend installments.



**QUALIFICATIONS  
AND OTHER  
REQUIREMENTS :**

The ideal candidate must have a prior association with an academic program and/or a university-based extracurricular program or association that is focused on at least one of the following areas of interest:

Caribbean Studies,  
Environmental Science,  
Environmental Protection,  
Development,  
International Relations

The ideal candidate will also have basic proficiency in the following digital tools:

Canva,  
Microsoft Paint,  
Google Drive Suite (Docs and Spreadsheet),  
WhatsApp,  
TikTok

**TO APPLY :**

Send your COVER LETTER and RESUME to the following e-mail address:  
[INFO@THEGLENNFAMILYFOUNDATION.ORG](mailto:INFO@THEGLENNFAMILYFOUNDATION.ORG)