You Have an Intern... Now What?!
Today’s Objectives

• Writing an effective Job Description
• Orientation and On-Boarding
• Providing Structure
• A program to consider
What you may have heard...
What we hope it will be...
The Job Description

• Provide a high-level overview of the position
• Consider “Required” vs. “Preferred” qualifications
• Outline schedule commitments
• Note any travel requirements and/or hardware or software needs
• Ensure the position is needed/has focus
Orientation and On-Boarding

• New hire orientation or volunteer orientation?
• Introduce to all staff
• Provide clear supervisor
• Introduce to Board; Include in meetings
• Discuss breaks, lunch, general office protocol
• Show them their space, overall office space
Provide Structure

- Map out key projects/initiatives
  - Job Description
  - Upcoming Events
  - Student’s skills/interests

- Consider weekly activity/progress reporting
  - Trello

- Keep in mind that these are undergraduate level students and will not yet have expertise/knowledge in all areas of nonprofits
Why host an NIU student as an Intern?

• Have a year-round source of highly motivated pre-professionals
• Students can bring new perspectives to old problems
• Visibility of your organization is increased on campus
• Proven, cost-effective way to recruit and evaluate potential employees
NGOLD-DCNP Internship Program

- Supported by Doug and Lynn Roberts Family Foundation
- Offered Fall 2014, Spring 2015, Fall 2015, Spring 2016, and Summer 2016
- 16 Students and Organizations for Fall 2016
- Through Spring 2016: 52 total students (+ 2 Summer 2016)
  - CLCE majors or minors at first; now expanding
  - 6,240+ total internship hours (through Spring 2016)
  - $154,378 economic impact (6,240 x $24.74, Illinois Value of Volunteer Time in 2014)
Proven Benefits of the DCNP/NGOLD Internship

https://www.youtube.com/watch?v=fFWDVmuqupU
Questions?

Cathy Doederlein
Director of Internships and External Relations

cdoederlein1@niu.edu
815-753-7169