

Monkeybiz South Africa Internship & Volunteer Application Form

1. Instructions

This application form along with all of the documents stated must be submitted to monkeybiz@monkeybiz.co.za in a folder for easy download. The applicant will be contacted about one month after all of the following materials have been received:

- ◆ Application form including all personal contact information and questions answered
- ◆ Recent resume including school and professional experiences.
Resume must have relevant experiences to the internship position you are applying for. If not, explain why in Q4
- ◆ Portfolio of 3-4 pieces (only necessary for Art Team interns) in replace of transcript and recommendation letter
- ◆ A recommendation letter
- ◆ Official or unofficial transcript including the most recent term of study

* Absolutely no documents will be kept after the application process is complete. We will terminate all documents with sensitive information for everyone's identity safety.

2. Applicant Information

Name and Surname

Contact info

Email address

Phone number(s)

Street address

City

State/Province

Zip code

Education/experience

Academic qualification(s)

Academic institution

Major(s)

Class year

Relevant work experience

last one attended

My interested internship length with Monkeybiz will be:

Be Specific

e.g. June 19th - August 4th

I am applying to be a:

Information regarding each position and dept. available below

- ◆ Grant & Blog Writer - Communications & Outreach Team
- ◆ Translator - Communications & Outreach Team
- please specify which language and your proficiency level in the questions
- ◆ Graphic design editor - Art Team
- ◆ Film & Video Communications Intern -Art Team
- ◆ Web Designer/Master - Art Team/Cross Departmental
- ◆ Store Operations Intern - Operations Team
- ◆ Retail Management Intern - Operations Team
- ◆ Business Law Intern - Pro-Bono Law Team
- ◆ Nutrition Specialist Intern - Growing Green Project
- ◆ Short Term Volunteer (< 2 working weeks) - Cross Departmental *

* Short-term volunteers must only provide personal information and resume.

* Monkeybiz S.A. does not provide living stipends for interns. All interns will be responsible for food, transportation, etc. Housing may be discussed after acceptance. We will advise accepted students about the general Cape Town life before

arrival.

3. Express Yourself: The following questions are for us to get to better know you. Combined with your resume, letter of recommendation, and past academic experience, we hope to get the whole picture that makes you who you are. There are no trick questions and no mean judges, just a lot of love and time on both sides to see how we can all learn and work together in the most efficient manner.

Question 1: What will you bring to Monkeybiz South Africa? What makes you qualified to be an intern for the position requested? This should introduce previous experiences you have had at school and from other internships and jobs?

◆ Q 2: What would you like to get out of a Monkeybiz internship?

◆ Q 3: How did you hear about us?

◆ Q 4: What else would you like to tell us about yourself? (Optional)

* Answers should range from 100 - 500 words. Please do not exceed word count.

Department Descriptions

The **Communications & Outreach Team** focuses on working with outside stakeholders to establish sustainable, organizational assistance and resources. This includes, but is not limited to, working with partner organizations to expand programs, applying for project grants, follow-up with potential donors, helping to organize large orders, creating partnerships, etc. The **Grant & Blog Writer** helps work on obtaining outside funding for Monkeybiz projects while helping to promote the current programs led by Monkeybiz staff. For a typical 8-week summer internship, the writer usually produces 7-10 grants and blogs (one blog and grant/wk) while working on other logistics as well. Since most grants get recycled to be used for other competitions, it is usually the first month where the intern will be building the template that will cost for the most time. The **Translator** helps interpret current Monkeybiz material to critical languages that reflect the consumer base. For example, Monkeybiz has now accepted large orders from Japan annually since its establishment. We hope to create a more user friendly website to expand our market throughout East Asia.

* Both the grant & blog writer and the translator must have strong writing skills.

The **Art Team** provides a valuable aesthetic perspective to the organizational brand. After all, Monkeybiz is where bead artwork, fashion, and philanthropy come together. Your responsibility as an intern for the Art Team will be to create material that will reflect our vision while developing fresh, sheen, new materials that will bring a positive focus to the association. As the **Graphic Design Editor**, you will use your background to design from posters to logos, and be part of larger ad campaigns to external presentations. You will also work with the **Film & Video Communications Intern** and the **Web Master** to provide the graphics for our videos and webpages. A project that we are constantly working on is showcasing every single one of our 450 beaders by using multiple types of media outlets. Can you help us tell our story in a new way?

* Please send us your art portfolio including 3-4 of your best pieces

The **Operations Team** works on sales, sales, and more sales. Funding from our bead sales goes back into the most underdeveloped parts of South Africa. As a result, it is the most important part of the organization and your responsibility is to help make it stronger. Everyday, you will be asked - *how can we increase sales in Cape Town? Why didn't the Swedes re-order? What must we do to reach our monthly goal in this week alone?!* The **Store Operations Intern** works with the store manager to help with sales, shipments, orders, and expanding the consumer market inside the country and internationally as well. You will learn how to run a shop, complete international orders, while gaining management skills needed to run the show. While it's exciting to help expand the organization's presence in another country, there are certain obligations and responsibilities that come with it. As the **Business Law Intern**, you will help Monkeybiz and its pro-bono **Law Team** complete valuable research on how to expand Monkeybiz in more countries. It is a great opportunity to expand interests in international business as you learn the details of copyrighting, trademarks, and the terms and conditions of international businesses. You will play a big role in creating our organization's legal support system, and terms and conditions.

The **Growing Green Team** is currently being developed and the **Nutrition Specialist Intern** will introduced starting August 2010.

For any questions, please contact the Volunteer Coordinator, Mohammad M., at monkeybiz@monkeybiz.co.za