**Lab and Volunteer Management Intern**

This person is responsible for managing all of Laptop Upcycle’s equipment, the refurbishment of it and all the volunteers that refurbish it. This directly includes:

* Staffing weekly Sunday 3-5pm refurbishment sessions
	+ FaceBook advertisements and postings
	+ training new volunteers in our process and safety
	+ maintaining contact information of volunteers
	+ tracking and periodically reporting upon volunteer hours in various formats
	+ maintaining marketing release forms (signed by parents if necessary)
* New equipment intake and assessment.
* Managing the work flow in refurbishment sessions
	+ staging work by type
	+ assigning work to volunteers (mostly high school kids)
	+ quality assurance for all work done
	+ tracking and documenting all work done and by whom.
* Inventory tracking by process stage.
* Monthly reporting of work done.
* Purchasing parts, materials and lab refreshments for volunteers.
* Re-sale of scrap parts on EBay.
* Maintaining the Lab space in a clean, orderly and safe manner.
* Working with Laptop Upcycle Staff to identify remedies to technical problems that arise in the refurbishment process and documenting same.
* Provide technical support services for existing Laptop Upcycle students as required.
* Work with Laptop Upcycle staff and volunteers to identify weaknesses in and continuously improve the process. This includes documenting, retraining volunteers and otherwise implementing approved improvements.
* Work with Laptop Upcycle staff and other interns to enhance our messaging, marketing collateral, technology and reach.
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication
* Highly responsible with the ability to work independently
* Technical trouble shooting in Linux, MAC, Networking
* Process Management and Documentation
* Desirable but not prerequisite: Google Sheets including Forms, queries and other advanced formulae, Linux command line, EBay sales and shipping

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule but including Sunday afternoons and at least 1 other day during the week

**Work Environment**

Laptop Upcycle is a not-for-profit dedicated to closing the technology gap for kids in our schools. This primarily involves getting kids laptops so they can do their homework but it also encompasses training other volunteers to repair and refurbish donated laptops. We seek partnerships to obtain donated laptops and build community awareness to expand our reach. We are all committed and unpaid volunteers in furtherance of this mission.

We have office space in the United Way building in Montclair and primarily serve Montclair. We provide the entrepreneurial vibe with a good-works mission. You’ll experience a lot of freedom and be expected to bring a high level of commitment and responsibility. You’ll work with other interns as well as industry veterans to accomplish your goals.

**Relationship Manager Intern – Montclair Schools**

The mission of this position is to grow Laptop Upcycle’s relationship with the Montclair public schools and thereby increase the pace of Laptops Given to students in the school system. A positive relationship with each school helps Laptop Upcycle find students in need of technology tools for their school work. The responsibilities of this volunteer are:

* Schedule, coordinate, and deliver laptops to students. Students “Get” laptops en-masse in their schools through our schools contacts or one-off in our lab.
* Liaise with school organizations (PTA, clubs, etc.) to expand awareness of Laptop Upcycle and identify students in need of Laptops.
* Identify and champion additional education support activities for each school that may assist Laptop Upcycle to enhance our mission locally.
* Build upon existing school staff relationships and identify new student advocates
* Provide and/or coordinate technical support services for existing Laptop Upcycle students, including lab hours and other assistance as required.
* Work with Laptop Upcycle staff and other interns to enhance our messaging, marketing collateral, technology and reach.
* Assist in laptop deliveries for the **Partnership Manager Intern – Classrooms, Expansion, and Development** as necessary
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Minor technical trouble shooting
* Marketing Program Development and Execution including Project Management
* Desirable but not prerequisite: MailChimp including list management, Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule but including weekends

**Work Environment**

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**Partnership Manager Intern – Classrooms, Expansion, and Development**

The Partnership Manager is a relationship builder tasked with expanding the number and quality of our relationships with community service organizations, Donors and monetary Grant providers. This networking role has the goal of growing both our deliveries (Gets) and donations (Gives). This position includes a public relations and promotional component, to expand awareness of our mission and our reach. Responsibilities include:

* Outreach to other local organizations
* Identify Laptop Upcycle classroom/community support locations for our branded work stations and/or laptops to assist community organizations in delivering education tools to their communities.
* Coordinate the Delivery of Laptops with staff at Laptop Upcycle.
* Seek out donations from local organizations and possible synergies on fund raising activities.
* Work with our internal staff on identifying grant opportunities and writing the applications.
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Marketing Program Development and Execution
* Project Management
* Desirable but not prerequisite: MailChimp including list management, Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule

**Work Environment**

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**Public Relations and Promotion – Story Teller**

Laptop Upcycle has done some great things and changed the lives of young adults in our schools. With our limited volunteer staff we are often not very good at writing or sharing these stories. You can help change this! This volunteer will:

* Develop and implement a plan to improve our public relations and promotional activities, including the identification of appropriate distribution channels, web site updates, etc.. Work with our web developer to push developed content effectively.
* Seek out those who wish to share their stories in coordination with the Montclair Schools Relationship Manager and share how Laptop Upcycle has improved their education experience. The candidate must be sensitive to the donation environment and help eliminate barriers to others seeking laptops from us.
* Seek out those who wish to share their stories in coordination with the **Partnership Manager Intern – Classrooms, Expansion, and Development** and share how Laptop Upcycle has improved their education experience. The candidate must be sensitive to the donation environment and help eliminate barriers to others seeking laptops from us.
* Write and share content related to partnership and community support in group settings, e.g. local labs and community centers. Also, share information on happenings in our lab and promote our volunteers to demonstrate the return on investment from our donors and supporters.
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Desirable but not prerequisite: Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule but including weekends

**Work Environment**

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**Web Development/Designer Intern**

This person will re-develop the existing Laptop Upcycle website. The re-development will maintain the core functionality that provides access to the Give and Get aspects of our business, and will use the existing toolset (Weebly) to do it. The primary goal of the update is to tell our success stories and effectively interface with all other social media tools to share our message to a broader audience. Additional goals are to:

* conform to brand standards including graphics and our GIVE/GET message,
* promote upcoming events alongside and in conjunction with social media,
* link to partner sites and technical libraries and literature for training
* streamline the flow to match different audiences including potential donors, grantors, volunteers, community service organizations and students seeking a Laptop.

The responsibilities of this intern are:

* Review the existing Laptop Upcycle web site and develop a proposal for an overall refresh/update of it.
* Work with other interns and staff charged with message development and marketing collateral and expect continuous change to it.
* Work with Laptop Upcycle staff and Board members to review ideas, create a plan for updates to the site and gain board approval.
* Schedule and successfully manage the project.
* Do all the Website development.
* Train other content providers/interns on how to post their content within the new design.

**Key Skills:**

* WYSIWYG web development tool (Weebly) understanding and usage
* Basic web design techniques and standards. The redesigned web site should function properly on all devices, including mobile platforms.
* Social media platform integration and interface knowledge (e.g. Facebook, Twitter, Instagram, etc.)
* Project management
* Presentation and meeting coordination skills
* Excellent Communication
* Highly responsible with the ability to work independently

**Requirements:**

* Transportation in and around Montclair
* 15-20 hours per week on a flexible and negotiable schedule

**Work Environment**

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