

Internship offer

Charity Shop and office Project Manager

This internship offers a wide variety of projects, perfect for business school or University students keen to gain experience in the professional world.

Children of the Mekong is a London based charity, which aims to improve the standards and accessibility of education in Southeast Asia. We are the UK branch of Enfants du Mekong, a French charity founded in 1958. We run a charity shop in South West London, and our office is located in the basement of the shop.

This internship matters: your **creative, organisational and sales skills** could help shape the future of children in Southeast Asia.

Your responsibilities would be two-fold; managing the charity shop and taking part in the development of the organisation through various projects.

Your role in the charity shop:

- Running the till (including sales, opening and closing)
- Advising customers
- Sorting and displaying donations
- Creating the shop window display
- Cleaning and tidying

You will also have the opportunity to be shop leader. This role includes responsibilities such as:

- Managing the team of volunteers and interns,
- Overseeing planning, including lunch breaks,
- Ensuring that your team is satisfied and motivated with their tasks and that they are working efficiently,
- Preparing and leading the weekly team meetings.

The second part of the internship involves projects in the office. According to your skills and previous experience, you will be assigned projects related to communication, fundraising and administration, such as:

- Fundraising (writing and reviewing proposals and reports, sending grant applications, taking part in event organisation, street fundraising, digital fundraising and research on potential corporate partnerships)
- Recruitment (publishing ads and conducting interviews for the recruitment of the new team of interns and volunteers)
- Administrative tasks (updating the database, accounting for the charity shop)
- Communication (social media, emailing sponsors and donors, newsletters and updating the website)
- Managing the EBay account
- Proposing new projects. We love new ideas!

With many responsibilities and a lot of independence, the interns will learn to identify the needs of the business and take initiative giving them great experience for the future.

Required profile:

Candidates are students in business school or university.

The suitable candidates will have strong organisation skills, a good work ethic and be able to take initiative.

Length: 3 to 6 months

Location: 22 Lavender Hill, London SW11 5RN, UK

Allowance: £100/ monthly transport allowance for every full month completed

"I was a member of the Children of the Mekong international team for 5 months and my experience was unique. I decided to join the Children of the Mekong adventure to do something meaningful which could match with my business school background. Working on various projects as fundraising, while being in a constant relation with customers helped me improve my skills in complementary tasks. But more than that, it was the opportunity for me to appreciate the positive impacts of my job on children's lives in Southeast Asia. I knew that every of my smallest action would have a huge impact abroad, which is the most rewarding thing I could have ever asked for. As an intern, you can work on various projects and help in administrative tasks as for example: accounting, marketing, communication, managing eBay account, taking part in the recruitment of the new team... Thanks to Children of the Mekong, I could polish my skills in every field that I am interested in. This 5-month experience will truly be a support for my future career. I am proud to say that I've contributed to the wellbeing of children in South East Asia while being a member of the Children of the Mekong Family!" " Soukaina, 2nd year student in a business school in Lyon, December 2017

More testimonies of previous interns here: <http://childrenofthemekong.org/uk/get-involved/#jointheteam>

More information about Children of the Mekong:

Children of the Mekong ("COTM") is a UK registered charity (Number 1116375) based in South West London. COTM works with disadvantaged communities to improve the standards and accessibility of education in Myanmar, Cambodia, Southern China, Laos, the Philippines, Thailand and Vietnam. It is the UK branch of "Enfants du Mekong", a French NGO funded in 1958.

Since we started our operations in 2011 in the UK, we have been able to fund 26 projects in 7 countries, with an impact on more than 5,000 children.

At present, COTM in the UK is comprised of two permanent staffs, a team of 3 interns and regular volunteers. The activities of the charity are mostly related to fundraising through events, grant applications and partnerships with companies. The charity has operated a charity shop in South West London since June 2014.