



**DATE:** February 20, 2025

**INTERNSHIP:** “Iyai” Community Builder Internship (*Independent Contractor status*), Introducing Youth to American Infrastructure, Inc.; 501 (c)(3); [www.iyai.org](http://www.iyai.org).

The organization’s mission is to motivate young people to choose infrastructure careers and become tomorrow’s infrastructure leaders, innovators, entrepreneurs, and skilled workforce. Iyai+ youth programming is open to all youth – with emphasis on increasing national competitiveness, expanding economic opportunity and shared prosperity for all people and communities.

**REPORT TO:** Iyai CEO (and/or designee); Iyai+’s office is in Mobile, Alabama (CST time zone).

**PERIOD:** **March 2025 – December 2025**, duration and number of internship(s) variable by assignment and availability. **This posting will remain active thru August 2025 – initial selection(s) are planned to be completed within 45 days.** The minimum internship period is four (4) months, est. 5-10 hours weekly; a maximum of 40 hours/ month, unless mutually agreed upon in writing in advance. Weekly time sheet required. **Applications will be received on a rolling basis. For applicant planning purposes, the plan is to schedule a 45-minute interview(s) with the top candidate(s) during March.** *References will only be contacted for shortlisted applicants.*

**COMPENSATION:** \$17.50 - \$27.50 USD/hour, varies based on related education/training, experience, geographic location, and internship assignment(s); learned and lived experience (paid and unpaid), knowledge (education, training/apprenticeship), volunteer and community service will be a major consideration in selection.

**LOCATION:** Flexible (depending upon primary assignment(s)/ activities/deliverables), with preference for a “hybrid” work environment (predominately virtual, with opportunity for periodic “in-presence” support in Mobile, Alabama). Current Iyai+ programming spans 4 time zones (including the U.S. and Canada) – reasonable flexibility, availability, and commitment to support this remote work environment will be a consideration in selection.

**SUBMISSION DEADLINE: Rolling Basis (March-August 1, 2025 is the final date for receipt of 2025 applications);**

- **E-MAIL COVER LETTER** (including 2 references), **RESUME**; and a link to relevant **SAMPLE WORK** to: [beverly@iyai.org](mailto:beverly@iyai.org).
- Include in the e-mail subject line: “*Iyai Community Builder Internship*”.
- State your anticipated time flexibility/availability (i.e., days of the week, time of day, months) for the March 2025-December 2025 period; as well as the *minimum* and *maximum hours per week* up to 10 hours weekly that you would be interested and available.
- Iyai intends to shortlist candidates based on initial submissions.

Iyai is looking for a dynamic individual(s) highly motivated by our mission. Important attributes: a self-starter, results-oriented (keeps commitments), very good communicator (both written and verbal skills; social media proficiency), high personal professional standards; well-organized, comfortable working in a remote, virtual environment (ZOOM proficiency a MUST) – with significant latitude for independent work. *Applicants must be a minimum of 18 years of age.*

Refer to the Iyai website – [www.iyai.org](http://www.iyai.org) for background information on the organization and specific information re: its sustainable mobility/infrastructure careers awareness and innovation challenge programming.

In addition to providing general support for iyai+’s 2025 programming, the specific area of emphasis for this year is to enhance and expand the current virtual Innovation Challenge Program, 18-25 years of age.

**Enhance and expand the current *virtual Innovation Challenge Program (young adult participants, 18-25 years of age)*:** (a) assistance in preparing and advancing an **Enhancements Plan** for the current virtual Innovation Challenge – emphasis on new technologies that would enhance the experience but also be broadly available, affordable, user-friendly ; (b) preparation of an **attractive, easy-to-understand virtual Innovation Challenge Guide/Toolkit – ADA compliant, accessible** (including, but not limited to review of relevant research re: better, best practices, lessons learned relative to related experiential virtual learning; input/feedback from iyai+ Local Host Organizers, Program participants, iyai Team members – to include easily customizable **Program Information/Communications/Tech Requirements & Tips templates** for local communities (transport agencies and community partners) – potential Local Host Partners/Sponsors (public, private, nonprofit) and Step-by-Step, easily understood **Participation Instructions/Checklists** applicable to the key Program participants (prospective Local Hosts, Local Youth Team Coordinators (mentors/buddies, Presenters, Judges); and a **Communications Plan** (including use of Social Media) to provide important information re: the Program’s results and benefits.

If time permits, a **Phase 2 project** is development of a **virtual Innovation Challenge Guide/Toolkit for Middle and High Schools (age appropriate)** – with consideration of alignment with State curriculum standards.

**QUALIFICATIONS AND NECESSARY EXPERIENCE:** The **Internship Application** includes the following:

- **Cover Letter/** (2 pages maximum) – address **“WHY”** the applicant is interested in this internship opportunity – highlight relevant learned/lived experience; alignment with stated qualifications and experience (see below); preference/thoughts on **enhancing the Innovation Challenge experience and/or advance post-Program alumni engagement**; specifically address time availability/flexibility – and note any special needs or considerations. The cover letter should also **include the contact information (e-mail, telephone number) for the two (2) references.**
- **Resume** which specifically addresses education/training (note certificates, degrees, GPA, as applicable; lived and learned experience – as appropriate); work experience; community service (paid/unpaid); and any other factors relevant to the internship opportunity. See the areas noted below.
- **Link(s) to samples/examples of “work” products** – “paid/unpaid” lived and learned experiences - *work/volunteer/extracurricular activities, i.e., community/youth engagement, work/education/training experience, research and writing samples; social media proficiency.*

The successful candidate(s) must have the ability to work and manage time effectively in a fast-paced, virtual/hybrid environment. Strong written and verbal communications skills are a necessity (*in addition to English, please note other language proficiency*). Good people/customer service skills – comfortable and respectful working with internal team members and external stakeholders. External stakeholders include public agencies, professional associations, corporate partners, community-based, civic, educational, and nonprofit/philanthropic organizations, and organized labor.

**Highlight any other experience working on a similar project, i.e., hands-on” development of Program information materials, i.e., excellent writing skills, Infographics, graphics; knowledge and experience utilizing social media platforms and online channels. Demonstrated technical proficiency with Microsoft office applications (i.e., WORD, Excel, Power Point preparation) and ZOOM videoconferencing software - a necessity.**

*Prior experience working with young adult/ youth programming re: career preparation and job-readiness, mentoring, community/civic engagement in communities of persistent poverty; solid research, analytical, technical proficiency and writing skills; successful experience working with others in a hybrid environment (virtual/in-presence) – a significant plus.*

The successful candidate(s) must be eligible to work in the United States.

