Mina Wadie

MGT Internship Project Contract

Company Description

License to freedom is a non-profit community based organization that promotes nonviolence through community education, self- suffiency and advocacy for refugee and immigrant survivors of domestic and relationship abuse in the East County and San Diego region.

Learning process Description and Deliverables

The internship experience at License to Freedom will be to learn and practice management skills as well as assist the Program Director by applying concepts learned through my education at San Diego State University. I have four years of experience as an Employment Training Advisor and I will be combining my experience with those of the Program director to work on a project that will mainly focus on assisting clients in obtaining jobs and becoming self sufficient. I will be assisting Program director in establishing ways to cut costs and increase incoming money from donations.

Project Activites/Actions

1. Self-Sufficiency presentations

Twice a week; I will be responsible for presenting to program participants ways for becoming self sufficient and stay that way. Benefits of getting of government aid and saving time on the clock for the “hard days”

1. Brainstorming and choosing best solution

I will be responsible for analyzing organization current expenses and income and find ways to cut on expenses as well as well increase donations to ensure organization activities are being covered as well as optimize the amount of activities being presented to client in order to have a fully developed experience with license to freedom.

1. Attend management meetings & Assist program director in leading volunteers

Assist program director in leading meetings and convening important project details to volunteers. In addition, serve as a support backbone to program volunteers and participants.

1. Supervise three programs

I will be supervising three programs that are offered by the organization,

And actively seek for areas of development in them as well as communicate all info to Program Director. In addition, I will coordinate all events in relation to the programs being supervised. Programs will be Leadership and civic engagement, counseling, and welcoming and supporting Syrian families.

\* Evidence deemed confidential based on Mrs. Dilkhwaz Ahmed who is the Program Director of License to Freedom.

Value Added

Assist Organization in further developing opportunities to assist clients and serve as support to Program Director in assisting with decision making to benefit clients to the full potential and add a new, fresh perspective in overlooking programs. Using my experience in social work as well as customer service skills in leading volunteers to motivate them in achieving organization goals.