

STRATEGIC INITIATIVES COORDINATOR (SIC)

16-WEEK COLLEGE INTERNSHIP OPPORTUNITY

POSITION TYPE	Unpaid, portfolio-building internship with goal-based incentive opportunities
DURATION	16 weeks
GEOGRAPHIC FOCUS	Richmond County, Scotland County & surrounding Sandhills communities, North Carolina
FOCUS	Strategic partnerships • Career pathways • Program development • Implementation

POSITION OVERVIEW

The I Can Scholarship Foundation, Inc., a 501(c)(3) nonprofit organization, seeks a motivated, resourceful college student to serve as its Strategic Initiatives Coordinator (SIC). This 16-week internship provides applied experience in nonprofit operations, strategic planning, professional outreach, and partnership development.

Working under the guidance of the Director of Youth Engagement and Success (YES), the intern will research, identify, and help cultivate relationships with organizations throughout Richmond County, Scotland County, and the surrounding Sandhills region. The goal is to build sustainable opportunity and referral pipelines for youth participating in Foundation programs.

The position advances the ICAN 4WARD framework — Four Pathways. One Future. — across Military, Advanced Training, College, and Employment (employment earning \$12 or more per hour).

KEY RESPONSIBILITIES

Strategic Partnerships & Regional Outreach

- Identify regional employers, military representatives, colleges, community colleges, technical training providers, and workforce development organizations.
- Prioritize outreach in Richmond and Scotland counties while exploring relevant opportunities across nearby Sandhills communities.
- Initiate professional communications, arrange introductory and information-sharing meetings, and document follow-up actions.
- Maintain organized partnership contacts, outreach records, and meeting notes.

Career Pathway & Opportunity Development

- Research employment, military, advanced training, and postsecondary options available to youth in the service area.
- Document eligibility, enrollment steps, deadlines, costs, and available financial assistance.
- Explore job shadowing, apprenticeships, certifications, career exposure, and college enrollment opportunities.
- Develop referral resources and an organized regional opportunity directory aligned with ICAN 4WARD.

Strategic Coordination & Implementation

- Support assigned strategic initiatives, project timelines, and implementation activities.
- Prepare agendas, stakeholder summaries, correspondence, progress updates, and recommendations.
- Track milestones and deliverables and help establish sustainable partnership coordination processes.

16-WEEK INTERNSHIP STRUCTURE

Weeks 1–4 | Orientation & Regional Research: Learn the Foundation’s mission, map prospective partners, and establish outreach priorities.

Weeks 5–8 | Partnership Outreach & Engagement: Initiate outreach, schedule meetings, and document available opportunities.

Weeks 9–12 | Opportunity Pipeline Development: Organize findings, develop referral resources, and support partner coordination.

Weeks 13–16 | Final Deliverables & Presentation: Finalize the opportunity directory, recommendations, and a professional project portfolio.

GOAL-BASED INCENTIVE OPPORTUNITIES

This is an unpaid, portfolio-building internship. Participants may be eligible for incentives upon successful completion and verification of designated goals and approved deliverables. Performance milestones will be reviewed at Weeks 4, 8, 12, and 16. Eligibility, amounts, and award conditions will be communicated under the Foundation’s approved guidelines and applicable requirements.

PREFERRED QUALIFICATIONS

- Currently enrolled in a college or university; studies in business, public administration, education, communications, human services, nonprofit management, or a related field are welcomed.
- Strong research, writing, organization, and interpersonal communication skills.
- Professionalism in communicating with employers, institutions, and community partners.
- Ability to work independently, manage assignments, and meet deadlines; familiarity with the Sandhills region is helpful but not required.

PROFESSIONAL DEVELOPMENT & PORTFOLIO OUTCOMES

The intern will gain experience in partnership research, stakeholder outreach, workforce and education opportunity mapping, project management, and strategic reporting. Portfolio materials may include research summaries, outreach resources, opportunity directories, strategic recommendations, and documented project deliverables.

HOW TO APPLY

Submit a résumé and brief letter of interest to hr@icanscholar.org.

Email subject: Strategic Initiatives Coordinator Internship Application