

NaTakallam Operations Intern - Summer 2019

Full time	40 hours/week
Location:	Paris
Reporting to:	COO / CP Community Manager
Start date:	ASAP



Description:

The main purpose of the position is to assist NaTakallam's Co-founder and COO in his daily tasks. The majority of the work will be in person at NaTakallam's co-working space at SINGA or at Station F. The rest of the work can be remote. This internship provides an opportunity to acquire new organizational, communication and research skills, to get involved in the growing space of social enterprises/tech startups in response to the ongoing refugee crisis by providing practical and effective solutions, and participating in a new and growing social start-up.

Core responsibilities:

The intern's task may vary but the core responsibilities would include:

- Processing payments in NaTakallam's data system and updating NaTakallam's overall user data/status
- Processing conversation partners' weekly timesheet
- Monitoring students' satisfaction by sending feedback surveys as needed
- Sending feedback evaluations to Conversation Partners
- Developing and implementing a strategy for data transition towards the new NaTakallam platform.
- Beta-testing the NaTakallam platform and providing feedback.
- Assisting in French business and partner development.
- Research as needed

Required Skills/Experience:

- Excellent mastery of **Microsoft Excel/data management** and basic tech background
- Ability to pick up/discover new scheduling and planning technologies and applications to facilitate scheduling and pairing process
- Self-motivated and ability to work independently in a fast paced and non-traditionally structured environment
- Organized, highly attentive to detail
- Commitment to the mission of NaTakallam
- Good communication and writing skills

Desired Skills:

- Bachelor's degree,
- Research experience/customer service a plus
- Interest in area of social entrepreneurship
- Francophone

Please respond by filling out this [NaTakallam Intern Application form](#).

If you have any questions, please contact reza.rahnama@natakallam.com and carmela.francolino@natakallam.com

Applications will be accepted on a rolling basis.