



### **Internship Opportunity:**

Unpaid Summer Internship with Thai Village Inc., in Chiang Mai, Thailand

### **PART I**

#### **Internship Summary:**

Thai Village offers unpaid internship opportunities for undergraduate and graduate students to enhance their academic experience through practical work assignments in Chiang Mai, Thailand. The standard duration of the summer internship is two months. Internships are normally on a full-time basis although assignments may be carried out on a part-time basis upon mutual agreement. Interns are incorporated into the work as team members under the supervision of native English-speaking managers.

Please be advised that internship assignments are undertaken on a voluntary basis and thus unpaid. Thai Village does not cover any costs of travel, visas, insurance, vaccinations, or living expenses. Remuneration and long-term employment expectation are not offered.

#### **What you will gain:**

- Practical, hands-on work training in a non-profit organization
- An exciting opportunity to learn about and engage with other cultures first-hand
- The experience to work in an international mission field

#### **What is Thai Village?**

Thai Village is a faith-based non-profit organization that exists to empower people in Thailand, by providing vocational skills training and income generation as a means of economic stability, and by supporting Christian education and community-based programs. Our purpose is achieved through our process: by working in the context of the everyday lives of people in Thailand, walking through real life situations, and learning from each other, we focus on relationships with the people whose handicrafts we present to the world.

We work closely with Thai churches to conduct skills trainings and outreach programs in Northern Thailand. The local people we train often come from difficult circumstances, are uneducated, and/or have been unfairly treated in the past. They are trained in various skills such as sewing, tin-smithing, leather-working, and stitching, among other skills. They are then given projects that they can take to work on in their own home environment. We comply with fair trade principles. Upon completion of the projects, artisans are paid fair wages, in-full, regardless of if the product sells or not. Thai Village is responsible for marketing and selling these products and funds from product sales are put back into the organization to implement further projects in the community.

We are a Christian organization and therefore our foundation is based on Christian principles. We do not require that interns profess to be Christian but do require an open-mindedness to Christianity and a desire to reach out to people with love, joy, and hope.



## **PART II**

### **Internship Position Vacancies:**

#### **Product Design and Development**

Design new handmade products in collaboration with the executive team, with locally sourced materials, that can be easily produced in Thailand and are desirable to consumers in Western markets: anything with jewelry, sewing, crochet, wood, metal work, paper, etc. We are open to new products that use any of these skills in creative ways and showcase the skills of the artisans we employ. Products that are time intensive and unique but accessible to artisans are ideal.

#### **Skills Training**

Train small groups of local women (and some men) to make handmade products. Depending on the product, this can be anywhere from a one-day to one-week training. It will require walking through the entire project from raw materials, to any applicable tools, to finished product. Translation will be provided where necessary. This opportunity is often paired with *product design and development* (above) as well as other responsibilities.

#### **Photography**

Use technical expertise, creativity, and composition skills to produce images that tell a compelling story including documenting daily activities of the organization, artisans, and life in Thailand in addition to skills trainings, special outreach events, cultural events, etc. Prepare products for photo shoots, set up photo area, take photos, edit photos for print and e-publications. Bringing your own camera and equipment is necessary.

#### **Graphic Design/Illustrator**

Develop original graphic concepts and assist with the creation of digital and print materials and publications as needed. Projects include annual reports, flyers, promotional materials, catalogs, newsletters, power points, etc. A workable command of basic Adobe design (or equivalent) programs is required.

#### **Marketing Assistant**

Assist with the tactical execution of the Thai Village marketing plan, which includes AdWords, Social Media, SEO, PR, Event Participation, Print Advertising, Catalogs, Direct Mail, Newsletters, and Email Marketing. If the intern is also interested in graphic design, photography, and layout that pairs well with the marketing aspects because they would essentially be creating their own publications etc.

#### **English Teaching**

Teach basic conversational English to staff and artisans a few times a week. We suggest this be informal, fun, and engaging. It's a great way to get to know our staff, build relationships, and engage in language exchange. This is often simply an exercise in empowering them to gain confidence in interacting with native English speakers.



### **Office Assistant**

Assist in the organization of data and documents. Responsibilities include data entry, database development and management, scanning documents, product inventory, customer relationship management, etc.

### **Product Management Assistant**

Assist local management team in product logistical needs such as market runs, packaging preparation, pricing, and shipping as needed.

## **PART III**

### **Additional Details**

#### **We will provide:**

- Airport pick-up and drop-off (in Chiang Mai)
- Suggestions for where to stay and how to get around in Chiang Mai
- Culture, language, and location orientation
- Job and NPO orientation
- A support system to answer and assist with all of your questions
- Internship certificate upon full-completion of term

#### **You will be responsible for all costs including:**

- International and domestic airfare
- Local transportation
- Food
- Housing
- International travel insurance - It is recommended to have additional health and travel insurance that is effective during your period of stay in Thailand.
- Any and all additional vacation travel or personal expenses

#### **We require:**

- People who are able to follow our rules - it makes our work easier, and your time here more fun, more safe, and more productive.
- People to be healthy, capable, pro-active, and self-sufficient. We are happy to help with orientation, translation, and local suggestions, but *we are not babysitters* and therefore require adults that are able to handle themselves in a professional and independent manner.
- People open to learning about, and living within, other cultures and those that can live politely, humbly, and with consideration in an international group situation.
- People who do not come with any preconceptions or judgments but rather, use the experience to learn about another culture, and more about themselves.
- People who are relaxed, with a good sense of humor.
- People who can handle hot weather, and very wet and humid weather.



**NOTE *\*\*In many ways this is an experience of a lifetime, with opportunity to see new things, engage in exciting and impactful work, and travel regionally. However, we do require people who understand that this is a job, not a holiday.***

#### **PART IV**

##### **What you need to know about traveling to Thailand:**

Please read the “*Thai Village Volunteer pre-departure doc*” document for detailed information on the following topics:

- Passport
- Visas
- Immunizations
- Living costs
- Food
- Housing
- Dress
- Language
- Culture
- Transportation

#### **PART V**

##### **Are you interested in this opportunity? Next steps:**

If you have read the above information thoroughly and are still interested in this opportunity, we are excited to take the next steps to get to know you better! Please complete the following documents and send them to us via email at [info@thai-village.org](mailto:info@thai-village.org)

1. Application form
2. Resume
3. One Reference
4. Signed Waiver and Volunteer Agreement