



## **Micro-Franchise Operations Intern Job Description**

*Promoting hands-on STEM education in Ghana*

### **AVAILABLE POSITION – Micro-Franchise Operations Intern**

Practical Education Network (PEN) is currently accepting applications to lead the deployment of our micro-franchise model. This position is perfect for a self-starter, who would like to apply coordination and management skills to impact STEM education in Africa. The intern should have prior experience in operations and marketing. Previous experience in West Africa is desired. Arrival and departure dates for this summer internship are flexible, but the intern should be in Ghana for at least two months.

### **ABOUT PEN**

Practical Education Network promotes hands-on learning in West African STEM classrooms. PEN's curriculum utilizes locally-available materials to form activities that align with national standards. Over the last 3 years, PEN has trained 2,500 Ghanaian teachers and 100 local-level trainers in this experiential approach. With input from a team from Columbia's CI3, PEN has designed a micro-franchise model, whose aim is to incentivize the spreading of hands-on science, by providing revenue generation opportunities for the recipient.

To work for PEN is to join a nimble team, which includes an American MIT alum and Ghanaians- all passionate about hands-on learning. A group of Ashesi University undergraduate students is also involved in the business model design. The intern will oversee the roll-out of this pilot for this program, which has the potential to significantly deepen the organization's impact.

### **Duties Include**

- Pitch to school heads and owners to sign up for the PEN Micro-Franchise Science Hub. PEN staff will collaborate in the development of marketing materials.
- Coordinate franchisee requests, procurement of materials (handled by PEN Operations Staff), external parties involved in lab setup, PEN trainers' visits to schools, etc.
- Engage legal consult to develop appropriate legal documents to frame the relationship between PEN and the franchisees.
- Develop detailed workflow starting from pitching to monitoring.
- Maintain relationships with franchisees.
- Oversee M&E efforts to measure progress of interventions.
- Refine model as learnings arise.
- Additional duties, which may arise as the model evolves.

### **LOCATION AND COMPENSATION**

The intern will conduct a combination of office work and field work – pitching to schools and setting up labs. He/she will work out of Impact Hub Accra as a base. A food stipend, reimbursement of work-related travel, and modest housing shared with PEN staff will be provided. The intern is responsible for arranging his/her travel to/from Accra and the associated prep work (visa, immunizations, etc.). The PEN team will provide operational support to assist with all of the above.

**Interested parties should send their resume and cover letter to Dr. Heather Beem by 16 May ([heather@practicaleducationnetwork.com](mailto:heather@practicaleducationnetwork.com)).**