

| Basic Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |                                                                                                   |
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| <p>Philippine S&amp;T Development - Manila, Inc. (PhilDev) is a non-profit organization that aims to eradicate poverty in the Philippines and enable the success of all Filipinos. We believe that we can achieve this by focusing on technology-based education, innovation, and entrepreneurship. We partner with government, academe, development agencies, and the private sector to build strategies and initiatives that address specific gaps in education, innovation, and entrepreneurship ecosystems.</p> <p>PhilDev is comprised of a dynamic and diverse group of professionals. We believe in a highly collaborative work environment that is innovative, solution-oriented and people-focused, demonstrating values of respect, integrity, synergy and excellence.</p> <p style="text-align: right;"><a href="http://www.phildev.org">www.phildev.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               |                                                                                                   |
| <b>Location:</b><br>Ortigas Center, Pasig City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Internship Type:</b><br>Educational / Voluntary Internship | <b>Reporting to:</b><br>Program Manager, Innovation and Technopreneurship, or assigned supervisor |
| <b>Required Hours:</b><br>200 Hours Minimum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Internship Period:</b><br>August 3 - September 4, 2026*    | <b>Work Arrangement:</b><br>Hybrid; remote and pre-approved in-person support                     |
| Detailed Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               |                                                                                                   |
| <b>Purpose and responsibilities of the role:</b> <p>The Program Intern will gain supervised, practical exposure to nonprofit program management while supporting the Innovation and Technopreneurship Programs Team in program administration, participant coordination, events, training activities, documentation, and monitoring. The internship is intended primarily for educational exposure, skills development, and supervised learning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               |                                                                                                   |
| <b>Key Deliverables, Duties and Responsibilities:</b> <p>Program and Administrative Support</p> <ul style="list-style-type: none"> <li>Assist in maintaining participant databases, attendance logs, digital files, and program trackers.</li> <li>Assist in preparing and formatting training materials, presentations, and activity documents.</li> <li>Gather and organize qualitative and quantitative information for activity reports and program evaluations.</li> </ul> <p>Events and Training Support</p> <ul style="list-style-type: none"> <li>Assist in participant registration, logistics coordination, supplier outreach, and preparation of event materials under supervision.</li> <li>Provide supervised on-site or virtual support during workshops, training sessions, meetings, and special events.</li> <li>Assist in post-event documentation, evaluation consolidation, and materials inventory.</li> </ul> <p>Participant Coordination and Engagement</p> <ul style="list-style-type: none"> <li>Track participant communications and conduct timely follow-ups on program requirements, deadlines, and submissions.</li> <li>Monitor attendance and send reminders for pre- and post-activity evaluations and feedback forms.</li> <li>Draft program announcements, updates, and activity materials for review and approval before release.</li> </ul> <p>Learning, Monitoring, and Documentation</p> <ul style="list-style-type: none"> <li>Observe and apply the program cycle, including planning, implementation, monitoring, and evaluation.</li> <li>Complete assigned learning outputs, including at least one supervised task stream and a final reflection paper or learning article.</li> <li>Participate in scheduled check-ins, feedback sessions, and performance reviews.</li> </ul> <p>Compliance &amp; Confidentiality</p> <ul style="list-style-type: none"> <li>Observe professional conduct and comply with PhilDev policies, safety requirements, confidentiality obligations, and applicable data privacy requirements.</li> </ul> <p>Additional Responsibilities</p> <ul style="list-style-type: none"> <li>Perform other supervised learning tasks as assigned and support PhilDev's broader development advocacy in education, innovation, and entrepreneurship.</li> </ul> |                                                               |                                                                                                   |
| <b>Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>Currently enrolled in a degree program related to Education, Business Administration, Development Studies, Communication, Social Sciences, or a related field.</li> <li>Required to complete at least 200 internship hours, subject to the requirements of the educational institution.</li> <li>Good organizational, documentation, written and verbal communication, and teamwork skills.</li> <li>Proficient in Microsoft Office or Google Workspace and comfortable working with digital files and trackers.</li> <li>Willing to learn, receive feedback, take initiative, and complete assigned tasks responsibly under supervision.</li> <li>Available for hybrid work and pre-approved in-person activities, with flexibility to support events when reasonably required.</li> <li>Interest in innovation, technopreneurship, startup ecosystems, education, or nonprofit development work is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               |                                                                                                   |
| <p>*The internship period is based on the expected start date and required internship hours. It is subject to change if the starting date is moved or if the educational institution requires additional internship hours.</p> <p>Interested applicants should submit their cover letter and CV to <a href="mailto:careers@phildev.org">careers@phildev.org</a>. Please use the following entry in the subject line of your email: Program Intern_&lt;Name of Applicant&gt;.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |                                                                                                   |