# IDIN Network Members: Help Us Identify Great Fieldwork Opportunities!

Looking for a student, fellow or practitioner that can bring skills, energy, and ingenuity to your project? This spring, IDIN can help you recruit individuals interested in innovative fieldwork. A student or fellow may help develop your operations, write a business plan, prototype new technologies, expand your services, or assess your effectiveness.

**Is my project is a good fit?**

IDIN will support matchmaking for projects that are meaningful, sustainable, achievable, educational, well-scoped, and safe. Projects must be challenging, but possible. The project scope should be well-defined and interesting to allow people to develop their skills while making significant contributions to your work.

**How does it work?**

* If you have a project that could use support, or a potential collaboration in mind, complete the attached form, and tell us as much as you can about whom you hope to recruit.
* IDIN will vet all proposed projects. We will advertise the opportunity if the proposal meets the following criteria:
	+ *It is good fit for our mission (sustainable, educational)*
	+ *It is well-conceptualized and clear (meaningful, achievable, well-scoped)*
	+ *The host demonstrates the capacity to manage and host someone for the duration of the project* *(safe, serves a real need)*
* If your project is a good fit, we will advertise it to partners and the Network at [www.idin.org](http://www.idin.org). We do not guarantee that a match will be made.
* IDIN is not responsible for recruitment and matching. That is up to you. If individuals are interested in the position, they will find the post online and reach out to you directly. IDIN will not be involved in the selection process. It is your responsibility to be responsive to all requests (even those who are not a good match). It is also your responsibility to vet applicants and check references before making a final selection.
* If you wish to remove the advertisement at any time, you can contact repishti@mit.edu. We leave posting up for one month and we accept new positions to post on a rolling basis.

# Application Form

If you want to recruit someone to work with you, you should have a well-developed idea of what this person will do. You must also demonstrate the capacity to manage and guide them for the duration of the project. A designated contact person should be appointed to oversee the project deliverables and provide support if any challenges arise. If you are submitting a request for a field-based position, you will also need to ensure that someone is responsible for logistics such as visa issues, arrival planning, transportation, housing, and communications.

## Part I. Do you have the logistical support to host a student or fellow?

* Have you hosted international students, volunteers or fellows in the past?

Yes ☐ No ☐

If yes, how many in total? \_\_\_\_\_\_\_\_ When? \_\_\_\_\_\_\_\_\_\_\_\_

 *Please tell us more about this experience*:

* Can someone in your organization supervise the work of the intern and support him/her throughout the duration of the project.

Yes ☐ No ☐

* Can you provide any of the following? (If yes, check all that apply)

☐ Housing

☐ Travel to/from airport

☐ Travel to/from work site

☐ Internet

* If you didn’t check any of the boxes above, do you have someone that can help with logistics, transport, and accommodations?

Yes ☐ No ☐

* Is the field location generally safe? Are there nearby health facilities?

Yes ☐ No ☐

 If No, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you answered “No” to more than two of the five questions above, your project may not be a good fit. If you wish to discuss your particular case, you may contact Jona Repishti at repishti@mit.edu

## Part II. Tell us about your project

The following template matches the way we post projects on our website. We may edit or ask clarifying questions to determine if your project is a good fit. Feel free to copy this template and submit multiple project descriptions.

Let’s get started:

1. **Information about your organization/project:**
* Name of organization:
* Location:
* Web address/blog (if any):
* Photo (please attach with submission to include on the website)
1. **Background of organization**:(What type of organization are you, and what do you do? How many people work for you at the moment? Please no more than two paragraphs.)
2. **Position you are recruiting for:**
3. **Location of opportunity: (**Specify if different from main location, also specify is you recruiting for a field position, remote work, etc.)
4. **Description of position**: (What is the job description? What are the expected outputs? Please no more than two paragraphs.)
5. **Qualifications: (**What skills, language, expertise/education, etc. are needed for this project? Be as specific as possible so that you may recruit the right people.)
6. **Duration of position:** (Does the project need to be completed by a certain time? When? How long is the expected timeframe?)
7. **Project manager:** (This is point of contact for the project. Their name and email will be posted on the website)
* **Name, title:**
* **Phone number:**
* **Email:**
1. **What do you need from interested applicants? (**CV, cover letter, references)
2. **Do you have funding to support this position?** (If yes, how much?)