INTERNSHIP TRACK DESCRIPTION

Title: International Program Intern
Working Group: International Program
Divisions: Program
Reports to: International Program Ambassador

General Track Description
The International Program Intern will work closely with various working groups within the International Program team. This intern should have an interest in cross-cultural collaboration, global community development, and supporting internal operations. Interns should also have an interest in the faith-based ministry of Convoy of Hope and will be invited to participate in chapel services and times of prayer.

Desired Learning Outcomes
1. Students will develop skills of collaborative communication.
2. Students will understand strategies associated with supporting international programs.
3. Students will effectively communicate with a team and in interdisciplinary contexts.
4. Students will gain an understanding of what it is like to work in the nonprofit sector and serve vulnerable communities.
5. Students will develop the ability to understand the needs and experiences of others and respond with compassion.

Essential Duties & Responsibilities
1. Assist in project management and administrative tasks as assigned by International Program Operations and Strategic Alliances working groups.
2. Conduct research on program countries and regions served by Convoy of Hope.
3. Assist with the development and preparation of materials related to community development.
4. Participate in meetings with both domestic and international team members.

Knowledge, Skills & Abilities
1. Strong academic record
2. Excellent analytical and problem-solving skills
3. Ability to remain flexible while working with multiple projects
4. Willingness to share and implement creative ideas
5. Strong attention to detail
6. Proficiency in Google Workspace software
7. Excellent verbal and written communication skills
8. Demonstrated initiative
9. Ability to work collaboratively in a team environment
10. Positive attitude and willingness to learn
11. Positively represents the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies

Possible Projects Associated With This Track
1. Country/Regional Research
2. Community Development mock analysis
3. International partnership inquiries, vetting, and research

4. Personal learning development through various assets and reading materials
5. Country Overview Assessment
6. International Asset Management
7. International Field Process Review
8. Operations Dashboard Creation
9. International Process Proposal

This is a nonpaid internship position. The International Program Intern will work closely with the International Program team and gain valuable experience. This internship will provide an opportunity for the candidate to learn and apply the concepts of international compassion work and community development.

Semesters Available: FA, SP