

International Samaritan
803 N. Main St.
Ann Arbor, MI 48104

Position: Fall Internship
Reports to: VP of Operations
Date Available: October 1 – December 13, 2019*
Hours/Compensation: Subject to negotiation upon agreement of schedule

Organizational Background:

International Samaritan walks hand-in-hand with people in garbage dump communities to help them break out of poverty. Our vision is a time when the garbage dumps of developing countries are no longer homes to human beings struggling to survive. Our mission values are humility, empathy, reverence, and excellence. International Samaritan program countries are Ethiopia, Guatemala, Honduras, Jamaica, Nicaragua, and Paraguay.

Internship Description:

- Research statistical information from countries in which International Samaritan has partnerships to assist with annual impact report
- Develop research questions to collect baseline data for youth programs
- Research and develop feasibility study for future programs
- Research and recommend resources to improve access to water
- Assist with database merge and data entry
- Perform general office and administrative tasks
- Translate video, audio, and stories from Spanish to English
- 32 hours a week**

Qualifications:

- Currently enrolled or recently graduated from college or university
- Excellent oral and written communications skills
- Experience in an office setting or with administrative positions
- Ability to work independently, yet as a member of a team
- Proficiency in Microsoft Office and Mac platforms
- Spanish proficiency in reading and writing required

Apply:

Applicants should send a cover letter and resume to: apply@intsam.org
Absolutely no phone calls.

*Start and end dates subject to negotiation.

**Hours per week subject to negotiation to accommodate course schedules.