

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

Position: International Programming Internship

Reports to: VP of Operations and International Program Coordinator

Date Available: January 2019 – April or May 2019 (flexible start/end dates)

Compensation: Paid, \$11/hour

Hours: 10-30 hours/week (hours of day are flexible but must be between 9AM-5PM)

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 core 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
- Assist with database entry
- Perform general office and administrative tasks upon request
- Translate video, audio, and stories from Spanish to English

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 personalized cover letter and resume to apply@intsam.org.

No phone calls please. YOUR APPLICATION DEADLINE IS JANUARY 3, 2020.