



## **Monitoring and Evaluation Intern (remote)**

**Learning Objectives:** Interns at World Hope will get hands-on experience working directly with staff across the globe as well as external stakeholders, including donors, organizational partners, ambassadors, members of the press, and others. Interns are encouraged to participate in professional development events and will have specific opportunities for networking and learning throughout their internship. At the end, interns will have a portfolio of work they have completed, which may include publications, digital PDFs, and more. Events Coordinator Interns will gain an understanding of working in a global NGO, experience in event management, and stronger communications skills.

### **Internship Expectations**

- Assist with all aspects of internal event planning, including securing speakers (TEMs)
- Develop quarterly organizational report with impact
- Create reports for donors
- Provide graphics and report-writing support
- Assist with grant management
- Develop feedback opportunities, developing surveys, etc.
- Other duties as assigned

### **Selection Criteria**

- Candidate must be enrolled in an undergraduate degree-granting program during the internship or in graduate school and be passionate about empowering others
- Excellent customer service skills
- Strong project management skills
- Highly motivated, globally minded, and detail oriented
- Ability to take initiative and work independently on multiple tasks
- Strong writing skills
- Be a willing, independent and quick learner with a passion for engaging local audiences in solving global challenges
- Ability to work effectively while remote
- Ability to work a minimum of 32 hours/week
- Must have a personal laptop computer and access to the Internet

**Reporting line:** M&E. This internship will be based in the Program department but will engage closely with MARCOM, the business development team, and the strategic engagement team.

### **Benefits & Compensation**



World Hope offers unpaid full and part-time internships. We are happy to host interns who are able to receive academic credit or a stipend through their college or university. However, please note that it is not a requirement in order to intern with us.

**Protection**

World Hope International requires that all employees and volunteers take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. All interns must pass a background check and sign our protection policies.