



Haiti M&E Intern

Convoy of Hope is a faith-based, international relief and development organization. We are a group of people passionate about bringing hope to the most vulnerable and seeing them free from poverty. We're looking for a talented, passionate individual to join our International Programs team for the fall. This is a unique opportunity to be involved with the daily field operations of an international nonprofit.

Basic Function

The Haiti M&E Intern will report to our International Programs Manager and work with field staff to assist in data collection, data management, and strengthening team knowledge of tools like Excel and Salesforce. You will spend the majority of your time visiting Program Centers throughout Haiti. The remainder of your time will be spent training field staff and managing data entry.

Responsibilities

- Data Collection (70%)
 - Assist field staff in collecting data at Program Centers
 - Audit the data collected
- Data Management (20%)
 - Support data encoding into Salesforce
 - Standardize processes for data entry
- Staff Development (10%)
 - Hold trainings with staff on data entry, Salesforce, Excel, etc.
 - Facilitate the creation of training materials in Creole for Salesforce

Qualifications

- Bachelor's Degree (or in final year) in a related field: International Development, International Affairs, Economics, or other applicable social sciences
- Strong computer skills and ability to communicate knowledge related to technology
- Extremely high attention to detail, with an ability to prioritize time-sensitive assignments
- Experience managing data (experience with Salesforce or similar tools preferred)
- Experience working in a developing or French/Creole speaking country a plus
- Proficient writing and verbal skills in French/Creole a plus
- Creative, flexible, problem solver with the ability to work with minimal supervision
- As a Christian organization, Convoy of Hope believes it is critical that each intern embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith and core values, but demonstrates it in their lives on an ongoing basis.

Details

This is a four-month, unpaid internship living full time in Haiti this fall. Convoy of Hope will cover in-country expenses (food and lodging) as well as airfare for one round trip to and from Haiti. You will be responsible for all other personal expenses.

To apply, include a cover letter with your resume explaining why you want to intern at Convoy of Hope and how your experience uniquely qualifies you for the role. Send questions and/or cover letter and resume to: traby@convoyofhope.org