



INTERNSHIP TRACK DESCRIPTION

Title: Women's Empowerment Intern
Divisions: Program & Network

Working Group: Women's Empowerment
Reports to: Various Team Members

General Track Description

The Women's Empowerment (WE) Intern will work closely with International Program and Convoy:Women, as well as collaborate with other teams around the organization as needed. The WE Intern should have an interest in the faith-based ministry of Convoy of Hope and will be invited to attend chapel services and prayer.

Desired Learning Outcomes

1. Students will develop skills of inclusive leadership.
2. Students will understand strategies associated with launching international programs.
3. Students will effectively communicate with a team and in interdisciplinary contexts.
4. Students will recognize and demonstrate intelligent compassion.

Essential Duties & Responsibilities

1. Conducts research and plans for strategy-based projects
2. Organizes and prepares for weekly volunteers
3. Helps prepare social media and monthly email content
4. Assists with events (e.g., International Women's Day and International Program chapels)
5. Prepares and sends event assets
6. Creates presentations, spreadsheets, and documents
7. Tracks and analyzes data related to assigned projects and tasks
8. Completes other tasks or projects that may be beneficial to the internship experience and of assistance to the International Program and Convoy:Women teams

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. Ability to work collaboratively in a team environment
9. Positive attitude and willingness to learn
10. 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. Content creation for social media and donor appreciation
2. Women's Empowerment storytelling (research and development)
3. Women's Empowerment global resource creation and research

This is a non-paid internship position. The Women's Empowerment Intern will work closely with the International Program and Convoy:Women teams and gain valuable experience. This



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internship will provide an opportunity for the candidate to learn and apply the concepts and advocacy principles of women's empowerment in a real-world setting.