



INTERNSHIP TRACK DESCRIPTION

Title: Empowerment Programs Intern
Divisions: Program

Working Group: International Program
Reports to: Empowerment Specialist

General Track Description

The Empowerment Programs Intern will work closely with International Program, as well as collaborate with other teams around the organization as needed. The Empowerment Programs Intern should have an interest in cross-cultural collaboration, global development, and supporting community-based solutions. Interns should also have an interest in the faith-based ministry of Convoy of Hope and will be invited to participate in chapel services and times of prayer.

Desired Learning Outcomes

1. Students will develop skills of inclusive leadership.
2. Students will understand strategies associated with supporting international programs.
3. Students will effectively communicate with a team and in interdisciplinary contexts.
4. Students will understand the responsibilities and realities of working in the nonprofit sector and supporting the vulnerable.
5. Students will recognize and demonstrate insightful compassion.

Essential Duties & Responsibilities

1. Conducts research and proposals for strategy-based projects
2. Creates presentations, spreadsheets, and documents
3. Tracks and analyzes data related to assigned projects and tasks
4. Completes other tasks or projects that may be beneficial to the internship experience and of assistance to the International Program
5. Participates on calls with global team members
6. Assists in the creation of educational materials or assets for global implementation

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. Demonstrated initiative
9. Ability to work collaboratively in a team environment
10. Positive attitude and willingness to learn
11. Ability to speak Spanish, French, or additional languages (not required)
12. 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. Empowerment Global Resource Creation and Research
2. Database Management and Process Improvement
3. Empowerment Values Lesson Creation
4. Research of Quality Indicators for Empowerment Programming
5. Creation of Templates for Equipping Global Team Members for Empowerment Advocacy



INTERNSHIP TRACK DESCRIPTION

This is a non-paid internship position. The Empowerment Programs Intern will work closely with the International Program and gain valuable experience. This internship will provide an opportunity for the candidate to learn and apply the concepts of women's and youth empowerment in a real-world setting.

Semesters Available: FA, SP

Updated: 08/2025