



INTERNSHIP TRACK DESCRIPTION

Title: Purchasing Intern
Division: Finance

Working Group: Purchasing
Reports to: Purchasing Director

General Track Description

The Purchasing Intern will work closely with the Purchasing team to support various purchasing activities, such as data analysis, project management, innovation, and other tasks that support the mission of Convoy of Hope. The Purchasing 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 build foundational skills in organizational leadership, process design, and cost-effective purchasing processes.
2. Students will gain hands-on experience with purchasing workflows and ERP systems.
3. Students will understand how purchasing contributes to humanitarian work and helps establish team culture through intentional stewardship.

Essential Duties & Responsibilities

1. Assists with purchasing and vendor research
2. Creates proposals for org-wide process improvements
3. Supports the preparation of data analytics and dashboarding
4. Helps maintain purchasing documentation
5. Communicates with internal departments
6. Assists with budgeting and forecasting activities
7. Conducts data entry and cleanup
8. Helps create training materials
9. Assists with special projects as assigned by the purchasing team

Knowledge, Skills & Abilities

1. Currently pursuing a degree in business, nonprofit business, procurement, finance, accounting, or a related field
2. Maintain confidentiality, both internally and externally
3. Strong academic record
4. Excellent analytical and problem-solving skills
5. Strong attention to detail
6. Proficiency in Google Suite, Microsoft Excel, and other financial 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. Data analytics dashboarding and templates
2. Development of org-wide training materials and internal communications
3. Procurement trends and forecasting

This is a non-paid internship position. The Purchasing Intern will work closely with the Purchasing team and gain valuable experience in various aspects of purchasing, organizational leadership, and data analytics. The internship will provide an opportunity for the candidate to learn and apply the concepts and principles of purchasing in a real-world setting.

Semesters Available: FA, SP, SU

Updated: 012/2025