

## **Project HOPE Summer 2022 Internship Overview:**

This internship position will be tailored to the individual student's interest. Potential options for placements include working with Project HOPE's Global Health International Programs, Emergency Response, New Business Development, or Monitoring and Evaluation teams. The internships will help students gain project driven professional and practical experience. This is open to undergraduate interested in supporting and contributing to substantive Project HOPE Programs, Projects, and Initiatives.

**Start & End Date:** Exact start and end summer dates will be set in coordination with the program and student and will fall between an 8-10 week commitment at 30-35 hours per week.

**Location:** Remote or in the Washington, DC office when fully operational.

### **MINIMUM QUALIFICATIONS:**

- Must be an undergraduate in Public Health
- Flexible: willingness to work with different team members and accommodate the scheduling challenges of working remotely.
- Creative: ability to think differently about how to learn from successful projects and develop strategy.
- Clear communicator: ability to ask for help and clarification when needed.
- Experience in using quantitative and qualitative software

### **PREFERRED QUALIFICATIONS:**

- Strong research, writing, and editing skills
- Ability to multi-task and prioritize various tasks in a fast-paced work environment
- Ability to work effectively and accurately with MS Outlook, Word, Excel, and internet applications
- Ability to work productively in a team environment as well as under minimal supervision, taking the initiative to ask questions as needed
- Legal research and analysis skills are a plus
- Graphic design skills and experience creating visual materials are a plus

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical demands:**

- While performing the duties of this job, the employee must be mobile in an office environment and able to use standard office equipment.
- Must be able to communicate in verbal and written form, and must be able to travel internationally.

- Project HOPE employees may be required to travel or work in countries where working conditions are classified as “hardship.”

#### **Work environment:**

- Typical office environment with exposure to a minimal noise level.
- Emergency deployments may be in resource-deprived environments with austere living conditions.
- Travel for extended periods may be by air and/or other modes of transportation.
- While international travel is not a regular part of every job, programmatic needs may require it intermittently.
- Project HOPE employees may be required to travel or work in countries where working conditions are classified as “hardship.”

Below are a few links for more information on Project HOPE

- Project HOPE - [Mission](#)
- The [Senior Leadership Team](#)
- Written History - [history of Project HOPE](#)
- Frequently asked questions - [FAQs](#)
- Project HOPE Website - [Project HOPE website](#).
- Short Video History - <https://www.facebook.com/ProjectHOPEorg/videos/383279588878209/> <https://www.projecthope.org/about-us/history/>
- Health Affairs - <https://www.healthaffairs.org/>
- Diversity, Equity and Inclusion (DEI) Commitment <https://www.projecthope.org/about-us/project-hopes-commitment-to-diversity-equity-and-inclusion/>
- Careers Page - <https://www.projecthope.org/careers/>

**Project HOPE** is an international NGO of more than 900 engaged employees and hundreds of volunteers who work in more than 25 countries, responding to the world’s most pressing global health challenges. Throughout our 60-year legacy, Project HOPE has treated millions of patients and provided more than \$3 billion worth of medicines to local health care organizations around the world. We have helped build hundreds of health programs from the ground up and responded to humanitarian crises worldwide.

#### **Code of Conduct**

It is our shared responsibility and obligation to treat each other with respect, take affirmative steps to prevent matters involving Sexual Exploitation & Abuse and Trafficking in Persons, and to disclose all potential and actual violations of our Code of Conduct, which may include Conflicts of Interest, Fraud, Corruption, Discrimination or Harassment. Together we can reinforce a ***culture of respect, integrity, accountability and transparency.***