



## GLOBAL ORPHAN FOUNDATION

*caring for the world's most vulnerable children*

### **Orphan Care/Program Management Intern**

#### **Organization**

Founded in 2007, Global Orphan Foundation (GOF) exists to advocate on behalf of the orphan and respond with action to provide holistic care for orphans and vulnerable children worldwide.

For more information, please visit [www.globalorphanfoundation.org](http://www.globalorphanfoundation.org).

#### **Position**

Reporting to the US Director, the Orphan Care Intern will process monthly program data and generate reports to evaluate program effectiveness on an ongoing basis. This position will track the adherence to each child's care plan in our care village in DRC for orphaned children. In addition, the intern will conduct research on future program goals and help shape GOF programming. This position requires strong research, writing and analytical skills.

Desired individual will have a friendly personality; demonstrated professionalism and tact in communications with a diversity of individuals; strong organizational and time-management skills; acute attention to detail and ability to work well independently.

#### **Hours and Compensation**

Part-time 5-10 hours per week; unpaid internship with flexible remote office hours. We will work with Universities / Colleges to establish internship credit. Compensation will be reviewed at the ½ way point of the semester.

#### **Responsibilities**

- Support GOF programs in the Democratic Republic of Congo.
- Collect and analyze data from DRC staff.
- Prepare monthly reports on program progress and distribute to appropriate parties
- Research and recommend program improvements
- Conduct research on other NGO's working in target countries for future collaborations

#### **Qualifications**

- Student or recent graduate from an accredited university with a focus in Program Management, Public Health, or related field
- Strong analytical and information gathering skills, including advanced proficiency in Microsoft Excel
- Cultural sensitivity
- Excellent verbal and written communication skills
- Good judgment, with the ability to make timely and sound decisions

#### **To Apply:**

Qualified applicants should send their resume and a brief statement of interest to [info@globalorphan.org](mailto:info@globalorphan.org). No phone calls or in-person visits, please.