



VOLUNTEERING OPPORTUNITIES WITH FH RWANDA

COUNTRY / LOCATION

Rwanda / Muhanga

LENGTH OF INTERNSHIP

2 months

BEGINNING AND ENDING DATES

Summer 2010

INTERN JOB TITLE

Child Development Program Intern

CONTEXT & JOB DESCRIPTION

The Child Development Program Internship focuses on the provision of child development technical support and correspondence support to Food for the Hungry's Child Development Program based in Muhanga Ruhango, Kamonyi, Gatsibo and Nyagatare Districts. This experience will provide the intern with an overall view of the different child development activities' programs (Income generating activities, agriculture production, school and health center construction and health insurance). The Child Development Program Intern will also learn about operations undertaken by Food for the Hungry Rwanda to overcome all forms of human poverty in Rwanda.

This internship also allows for firsthand experience of the FH/Switzerland office dynamics of supporting field operations and the complexities involved in the administrative and technical backstopping processes required for supporting child development programs and fields. The intern will be given an orientation to the Kigali Headquarters office and the different people and departmental units in it; orientation to his or her specific job and expectations; and will be invited to participate to all out-of-office social events and member care activities.

FH'S MISSION

Our mission is "to walk with churches, leaders and families in overcoming all forms of human poverty by living in healthy relationship with God and His creation."

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Assist Programs Director in drafting concept papers and proposals for Child development Programs (40%)

- Research and evaluation eligibility and compliance
- Review and edit Child Development quarterly and annual reports for submission to sponsor
- Gather needed reports and materials
- Draft proposals for child development

Develop internal successful messaging for the partners (40%)

- Create a monthly successful messaging template that informs FH staff and partners
- Share stories, pictures, and information and the work that FH is able to complete because of the funds received

Personal Development (20%)

- Meet with member care supervisor for at least 1 hour per week
- Explore departments within Food for the Hungry/Rwanda that the intern does not come into regular contact with during intern's daily routine. Take time to learn why each is important and what role they serve within the organization.

QUALIFICATIONS AND KEY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adherence to FH's values
- Ability to sit at a computer for 8 hours a day doing repetitive motions on a keyboard
- Ability to travel domestically
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Excellent proofreading skills
- Proficient in MS Office Suite
- Highly organized
- Able to multi-task

EDUCATION AND/OR EXPERIENCE

The intern must be enrolled in an undergraduate, or graduate, program at the time of this internship. Knowledge of Agriculture Development is a plus, but is not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret reports in English and French. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of general public.

FEES

We cannot pay volunteers. Expenses (transportation, accommodation, etc.) have to be paid by the interns (you may use approximately 45\$ per day).

INTERESTED?

Interested candidates should email a cover letter and a CV in English or French to: info@fhsuisse.org
For more information, please contact our office in Geneva.