



### International Programs Internship Experience

- I. Purpose
  - a. The purpose of the International Programs Internship is to provide local undergraduate students with valuable work experience in the areas of international humanitarian aid, non-profit management, international logistics, medical science and technology, research skills and medical supply chain management, while serving the specific needs of MedWish staff, as well as the greater global community. This is an **unpaid** internship opportunity.
- II. Ideal Candidate
  - a. The ideal candidate will have an interest or experience in international humanitarian aid, political science, international relations, public health, non-profit organizations, international business or communications, warehouse operations, recycling, medical supply chain management, medical technology or related fields
- III. Timeframe
  - a. The internship is to take place initially during the spring for 8 weeks, for 10-15 hours a week as arranged with a staff supervisor, with the potential for expansion of the program into summer in order to accommodate more interns and projects.
- IV. Components
  - a. The internship will consist of several components. Various projects, experiences and responsibilities can include but are not limited to:
    - i. Packing supplies for outgoing hand carried orders, containers and brigades
    - ii. Assisting recipients who come to MedWish to “shop” for their own supplies
    - iii. Sorting incoming donations and “stocking”/maintaining supply bins
    - iv. Organizing the digital records of current and past recipients.
    - v. Maintaining a database of international shipping regulations by country
    - vi. Assigning tariff codes to existing product codes in MedWish’s computerized inventory system
    - vii. Using cloud-based inventory software
    - viii. Presenting “lunch and learn” seminars to staff and other stakeholders about various topics such as the health disparities in some of the countries we serve; the economic and environmental impact of some of our programs; and the identification, uses and maintenance of various equipment and supply donations we receive; as well as a final presentation on projects worked on, insights gained and impact felt by intern and stakeholders
    - ix. Gathering and producing content to be used in several social media platforms
    - x. Other projects as required, requested or assigned by intern or staff supervisor

V. Skills

- a. Interns will be expected to possess or gain the following skills and knowledge:
  - i. Awareness of global issues such as war, political unrest, hunger, poverty, natural disasters and their effect on the health of people in developing nations
  - ii. Awareness of environmental issues such as waste of usable medical equipment and supplies and the potential for their redistribution and repurposing
  - iii. Awareness of issues associated with the international shipping of humanitarian aid such as cost, time constraints, cultural and language differences, recipient and freight forwarder vetting, and international shipping regulations
  - iv. Knowledge of various programs, applications and websites used for storing, analyzing and sharing data and information, such as those available on the Google platform, Microsoft Office (Word, PowerPoint, Excel) and various social media sites
  - v. Identification of and knowledge about various medical supplies and equipment
  - vi. Public speaking and community education
  - vii. Adaptability and flexibility to deal with the unique and changing situations inherent to a small non-profit organization