

# INTERNSHIPS AT-A-GLANCE

Throughout the year, AmeriCares invites talented undergraduate and graduate students to join us in our headquarters offices for a challenging, hands-on experience in the humanitarian aid/nonprofit sector. All of our internships require at least a 15-20 hour/week commitment for a specified number of weeks.

For example, our summer intern program runs from June to August. Our Intern Program combines meaningful work experiences with exposure to different areas of our organization and provides participants with an opportunity to expand their knowledge of the humanitarian aid/nonprofit sector. Interns attend weekly staff meetings, participate in departmental meetings, and are invited to participate in other organizational learning opportunities and special events.

## EXPLORATION

### Background

As one of the top international humanitarian aid and nonprofit organizations, our internships are highly competitive. We look for interns who expect to be given responsibility and who take initiative in solving problems. We also want to work with students who are fun and enjoyable to be around! As an intern at AmeriCares, you will not only have the opportunity to be a part of a unique organizational culture, but you will also have the opportunity to contribute to our mission.

### Preparation

Getting to know us is essential. We are looking for interns who have a strong understanding of the AmeriCares mission and believe in it as much as we do. Check out the AmeriCares website, find out where we're currently delivering aid, and speak to our current staff or interns. Aligning with the AmeriCares mission is just as important as having the necessary skills and talent to bring to the organization.

### Interviews

If we find that your background, interests, and experience fit our needs, we will begin with an exploratory interview. Since every internship is different, we focus on your past experiences, education, and future goals to determine if you meet the specific requirements for the position that you are applying for. In some cases we will also require work samples.

## AMERICARES CAREER TIPS...

*"Schedule informational interviews with people who can tell you about their careers. And, remember to send thank-you notes to these people as well."*

*"Don't underestimate the phone interview. This is just as important as an in-person interview. If you don't clear this hurdle, you won't get an in-person interview. Be prepared!"*

## INTERNSHIPS

### Summer Internships

Our 10 week summer internship program gives you a well rounded understanding of what it is like to work for AmeriCares as a full time employee. You will intern with established teams devoted to different parts of the organization, as well as have the opportunity to collaborate with other summer interns on specific project deliverables. The summer internship positions are for candidates currently pursuing a college bachelor's degree and are going into their Junior or Senior year. At times we have select opportunities for those students who are pursuing a graduate degree. All summer internships are posted to the AmeriCares website in February and are generally filled by April.

### Other Internships

In addition to our summer internship program, we occasionally offer individual internships in various parts of our organization. These positions typically span the spring or fall semester and allow students to gain experience while also taking classes. As with the summer internships, these positions are open to candidates currently pursuing a bachelor's degree and who are in their Junior or Senior year. At times we have select opportunities for those students who are pursuing a graduate degree.



*"Make sure your cyber presence is cleaned up and professional. More and more employers run background checks on potential employees and use the web and social media as part of that process."*

## EXPERIENCE

### Individual Project Deliverables

Your internship will be outlined with specific projects for which you will take responsibility. These deliverables will be opportunities to learn new skills and will allow you to take ownership of your work.

### Learning Series

Our Learning Series is specific to our summer internship program. For the series, you will attend weekly lunch presentations with different senior executives. These will provide you with an overview of every department within the organization, the functions that they are responsible for and how they contribute to the success of AmeriCares as a whole.

### Medical Seminar Series

The Medical Seminar Series is led by AmeriCares Medical Director. The series incorporates weekly seminars where our Medical Director covers a different health topic relevant to our current domestic and international work. All interns will have the opportunity to participate in these lunches which give an in depth understanding of the aid that AmeriCares distributes and the reasons behind our doing so.

### Mentoring

Your manager, along with the rest of your team and each member of the AmeriCares staff, is committed to mentoring you and providing you with support throughout your time with the organization. Our goal is to offer you the resources and experience that will ultimately assist you in making important future career decisions. Your manager and team members will be available to answer questions, to help guide you in completing your projects, and to show you where to find information.

The Human Resources staff will also be active in your time with AmeriCares, getting you oriented to the organization, providing feedback throughout your internship, and facilitating further learning opportunities.

**AmeriCares**  
★★★★★  
A Passion to Help. The Ability to Deliver.

# TYPES OF INTERNSHIPS:

Depending on the time of year and AmeriCares needs, we will offer internships in various departments. These can include, but are not limited to, Global Programs Partnership teams—Latin America and the Caribbean, Africa and the Middle East, the U.S., and/or Asia/Eurasia. We also offer internships in Finance, Information Technology, Human Resources, Development, Communications and with our local free clinics.

## GLOBAL PROGRAMS

**Internship, Global Partnerships (by region):  
Africa, Middle East, Asia Pacific, Eurasia, Latin America, and U.S. regions**

The Global Medical Assistance Program is run by the Global Partnerships department which oversees the delivery of medicines and supplies to international and domestic nonprofit organizations, hospitals, clinics, ministries of health and other beneficiaries. AmeriCares seeks interns to assist the Global Partnerships team that manages aid to these regions.

Interns will provide the regional team with organizational and administrative support, and will assist with research initiatives and the gathering of facts and statistics on healthcare institutions and global health issues. This position requires a commitment of 15 to 20 hours a week and consistent attendance to ensure that projects are seen to completion. You must have prior internship experience, strong Excel and Word skills and writing capability. Language skills may also be required, depending upon the region you support.

## DEVELOPMENT

**Internship, Development (by function):  
Individual Philanthropy (Leadership Gifts, Major Gifts), Institutional Relations**

Development interns support all aspects of the fundraising operation. In this role interns will have exposure to all components of the development program, targeting donors and prospects. Responsibilities would include: general administrative support, assist in the preparation of proposals and reports, create and produce special donor mailings, provide support and attend donor/cultivation events, maintain donor/prospect files, assist with preparation for donor visits and regional trips, and conduct donor/prospect research. This position requires a commitment of 15 to 20 hours a week and consistent attendance to ensure that projects are seen to completion. You must have prior internship experience, strong Excel and Word skills and writing capability.



## COMMUNICATIONS

**Internship, Communications**

Communication Interns have the responsibility of supporting the work of the Communications and Web Team. This position will have a heavy emphasis on writing and research and will include some administrative support. In this role you will assist the Communications team with the coordination of all printed collateral materials, including newsletters; serve as contact with design and printing vendors in order to coordinate timely delivery of publications; and provide research and writing assistance to the department on story content for printed publications, the website and social media initiatives. This position requires a commitment of 15 to 20 hours a week and consistent attendance to ensure that projects are seen to completion. You must have prior internship experience, strong Microsoft Office skills and have relevant writing experience.

# WHAT OUR INTERNS HAVE TO SAY:

*"I absolutely love the internship at AmeriCares. Not only is it a wonderful and inspiring organization, but the community atmosphere was evident on my first day. The employees all truly care about and value the interns; we aren't coffee-runners or copy-makers. We have significant jobs which allow us to constantly learn about and contribute to the organization. Additionally, the inclusion of the interns in all-employee meetings not only allows us to see deeper into AmeriCares, but whether it is learning about nonprofit finance, listening to a seminar, or being updated on our work in the West Bank, I feel as though I am continually learning."*

— Katherine  
Intern, Development  
Wake Forest University, Economics & History

*"The experience that I have gained through my internship with AmeriCares has been invaluable. I was interested in the internship because of the range and depth of the deliverables that I would be working on, but I had no idea of how much responsibility I would be given. I worked with a phenomenal team who were always available and my internship provided countless opportunities for me to grow, both personally and professionally. I constantly felt connected to the mission. Through staff meetings, seminars, and my daily responsibilities, I was given the opportunity to learn and truly understand how each department and member of the organization works together to allow for the efficiency and precision in which AmeriCares is able to function."*

— Hanna  
Intern, Human Resources  
Baruch College, Corporate Communication

*"Interning at AmeriCares was a true pleasure. The community of people here make it enjoyable to come to work and the passion in this building for helping others is palpable. Although the current famine in Somalia is heartbreaking, it's inspiring to know that when I see news coverage, that I worked in a place dedicated to helping those who are suffering. Apart from the gratification that working at AmeriCares conjures, I have also learned many skills and an understanding of the nonprofit sector. From the medical seminars to various communication projects throughout the internship, I have certainly benefited from my time spent here."*

— Davis  
Intern, Communications  
Syracuse University, Magazine Journalism

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