



Program Intern

We are searching for a Program Intern to join our team.

The Program Intern will be responsible for providing program support to the U.S. office and country offices in southern Africa. The Program Intern will help review programs and activities, and align programming tools with organizational goals and best practices. A successful Program Intern will possess directly relatable education, strong administrative and technical skills, excellent communication skills, attention to detail, sound judgment and professionalism and a personal commitment to the organization's mission. The ideal candidate can also listen well, pivot and collaborate. This role will work closely with the Office Administrator and Executive Director to consistently deliver on programming objectives.

Core Responsibilities may include:

- Help review programs and activities in our country offices in southern Africa and the US to maximize the impact of our programming and effective champion reporting efforts.
- Assist with ongoing Africa partnership project management tasks, which may include collaboration in collecting, compiling, and analyzing monitoring and evaluation reports, impact stories, preparation of annual partnership agreements, Term reports, End of year evaluations and other project requirements.
- Research and identify best practices and applicable local programming tools to enhance our infrastructure and provide support with facilitating their integration into our processes.
- Analyze reporting needs and design appropriate mechanisms to maximize FVI's program data use for the US office functions and country offices in Africa.
- Provide program reports and data analysis for organizational leadership when requested.
- Support growth and sustainable program development.
- Document current Forgotten Voices's programming processes and policies to create a programming curriculum.
- Participate in staff meetings.
- Research and recommend beneficiary database.
- Research and write grant proposals.
- Monitor trends in the field and develop recommendations.
- Present reports on projects.
- Collaborate with fellow interns.

Candidate Skill Set

- A heart for service.
- Creative and highly motivated.
- A desire to expand your worldview.
- Strong cross-cultural listening, understanding and communication skills.





- Knowledge of international development is preferred.
- Collaborative team player, highly organized and self-starter.
- Active listening and skillful communication (clear, honest and respectful).
- Curious and innovative.
- Pursuit of Bachelor's or Associate's degree in: International Development, Economic Development, or a related field; or relevant professional experience.
- Proficient in Excel and other Microsoft Applications as well as Google Drive Applications.
- Ability to work independently and as a member of a team.
- Ability to multi-task and manage multiple priorities with flexibility and poise.
- Strong analytical and problem-solving skills, including successful project management.
- Ability to communicate effectively with internal/external audiences of the organization.
- Attention to detail with an exceptional level of accuracy.
- Ability to organize and prioritize effectively.
- Ability to adapt and work efficiently in a dynamic environment with deadlines.
- Cross-cultural partnership and facilitation is beneficial.
- Agreement and personal commitment to the Christian values of the organization.

Additional Details

- In-person/onsite (office located in Dillsburg, PA)
- 10-25 hours/week (hours flexible; based on class schedule)
- Schedule: Monday-Thursday onsite, Fridays remote

To Apply

- Email your resume and cover letter to info@forgottenvoices.org.

