**NETHOPE**

NetHope enables humanitarian organizations to better serve the developing world through smarter use of technology. We are a membership organization currently serving nearly 60 of the world’s leading international humanitarian, health, and conservation organizations. We help our Members collaborate, innovate, and leverage the full potential of information and communications technology to support their work in the developing world. A catalyst for collaboration, NetHope facilitates shared problem-solving, fosters strong relationships across sectors, and supports the ongoing growth and development of our member organizations worldwide. Learn more at [www.nethope.org](http://www.nethope.org).

**PROGRAMS & ENGAGEMENT INTERN**

NetHope is seeking an intern who is motivated to learn about the nonprofit/NGO sector and gain experience in the development and execution of programs and the engagement of nonprofit organizations worldwide. The intern will join the staff of both the Global Programs and Member Engagement teams and will take part in critical decision-making underpinning the growth of the organization. The incumbent will support key program activities and engage with donors, NetHope Member organizations, and other field stakeholders. He/she will collaborate with other team members to support the design, execution, and evaluation of program interventions, and he/she will contribute to regular activity reports, presentations, and program plans. They will join the team in convening and managing the spaces for collaboration amongst partners, Members and funders. They will support the CEO and Senior Leadership Team in managing stakeholder demands on their time and will help research and present data that changes minds and drives positive impact for NetHope, our Members and Partners.

**Responsibilities may include:**

- Participate in the development and execution of program deliverables, program planning, budgeting, action plans, and monitoring activities.
- Provide technical assistance to program stakeholders.
- Submit activity reports and meeting minutes.
- Support collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results.
- Troubleshoot program problems.
- Engage external stakeholders and NetHope member organizations as directed.
- Research potential donor interests and drive program development activities that align.
- Work with the teams to source, cleanse, upload, and work on visualizations and socializations of stakeholder data and information.
- Provide convening assistance to the teams.
- Support the application and orientation of new Members to the NetHope ecosystem.
- Other tasks as assigned.
Required attributes and skills:

- Comfortable with and adaptable to systems and technologies.
- Excellent diplomatic, interpersonal and communication (written and verbal) skills.
- Excellent data analysis and reporting skills.
- Ability to work independently in a virtual organization. Good judgment, time management, organizational skills and resourcefulness required.
- Values diversity of thought, backgrounds, and perspectives.
- Highly organized and meticulous.
- Ability to multi-task and meet deadlines.

Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of the nonprofit/NGO sector. You will be exposed to different types of decision-making spaces, and you will gain knowledge about member organizations via meetings, events, and data collection and analysis.

TERMS
Starting ASAP for 4-6 months
You are expected to work between 20-30 hours per week and will be paid a stipend of $15 per hour. Please submit your application to hr@nethope.org