The Master’s Program in Emergency and Disaster Management (M.DM) at Tel Aviv University

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African Refugee Development Center (ARDC Israel)

Founded in 2004, The African Refugee Development Center (ARDC) is a grassroots community-based non-profit organization based in Tel Aviv that aims to promote economic and social inclusion for refugees and asylum seekers in Israel. With over 800 program participants every year and 10,000 asylum seekers assisted to date, ARDC works to provide access to educational and employment opportunities, to bolster social mobility and economic growth. We believe that refugees can contribute to Israel’s economy while also benefiting from it and gaining skills that they could use elsewhere in the future. We aim to address the need for stable and well-paying job opportunities for refugees in Israel, and on the other hand, the need for employees in various sectors.

www.ardc-israel.org
Facebook: @ARDC Israel
Twitter: @ARDC_org
Linkedin: @African Refugee Development Center

Internship Details:
- The internship will be 1-2 days a week depending on the position with possible evening hours.
- We prefer to have at least one day a week in-person, with remote options.

Responsibilities
*An Intern might take on one or more of the following roles (6 different options)*:

1. **Tutoring Coordinator**
   a. Managing academic tutoring projects including matching volunteer tutors with relevant learners.
   b. Managing registration and regular contact with all learners.
   c. Volunteer management and coordination.
   d. Developing data management, attendance tracking, surveys, and communication mechanisms.

2. **Education for Humanity Project Officer**
   a. Supporting course registration and advertising.
   b. Supporting data management, attendance tracking, surveys, and communication mechanisms.
   c. Volunteer coordination.
   d. Supporting tuition collection.

3. **Caseworker (Hebrew required)**
   a. Offering career and academic guidance.
   b. Intake of new registrants.
c. Supporting the university, vocational training, and scholarship applications.
d. Supporting with recommendation letters, as well as legal and bureaucratic needs.

4. **Career Mentor and Placement Project Officer (Hebrew preferred)**
   a. Supporting job search and job placement.
   b. Supporting marketing and freelance project sourcing for graduates.
   c. Creating and managing relationships with hiring partners.
   d. Offering career guidance.
   e. Supporting with cv writing, Linkedin, and interview preparation.

5. **Education and Economic Inclusion Program Officer**
   a. Supporting course registration and advertising.
   b. Supporting data management, attendance tracking, surveys, and communication mechanisms.
   c. Supporting tuition collection.
   d. Administrative support.

6. **HR Officer (Hebrew preferred)**
   a. Supporting volunteer and intern recruitment, including advertising, registration, and onboarding.
   b. Developing and managing relationships with academic programs and internship programs.
   c. Developing and managing relationships with corporate partners.
   d. CRM management, including past and current volunteers.
   e. Organizing volunteer training workshops and team building.
   f. Developing engagement plans for past and current volunteers.
   g. Supporting procurement and administration according to office needs.

**Skills and Requirements (for all 6 positions):**
- Excellent communication skills in English – both written and spoken.
- Hebrew working proficiency – preferred
- Understanding of Israel’s academic institutions and learning options
- Strong data management skills.
- Flexibility and ability to maintain deadlines.
- Ability to work independently.
- Experience with CRMs – preferred.
- Experience with Monday.com – preferred.
- Previous experience in education, job training, academic guidance, career counseling, or placement - preferred.
- Work experience in higher education administration or the tech sector in Israel - preferred.
- HR or volunteer coordination experience - advantage.
- Relevant courses or academic background - advantage.

**Expectations (for all 6 positions):**
- We expect interns to set their own quarterly KPIs and meet them accordingly.
- We expect regular office presence, commitment, work ethic, independence, creativity, dedication, time, and professionalism.

**CADENA Foundation**
CADENA is an NGO dedicated to prevention & assistance in emergencies and disasters, delivering hand-in-hand aid directly to those in need. We aim to relieve human suffering by reducing the vulnerability of populations living at constant risk of disasters and crises, fostering a culture of prevention and inclusion.

cadena.ngo/en

Facebook: Cadena Foundation/ Cadena International

Instagram: cadenainternational

Youtube: youtube.com/c/CADENA_ONG

Internship Details:
- 8 hours a week divided however you want, just have to be in touch with the person in charge
- Remote, with our international director of humanitarian operations (located in Mexico)

Responsibilities:
- This person would be a support for our international team to design more professional and accurate humanitarian operations all around the world. The main tool to achieve this is research.
- The work dynamic will consist of a very open and free time for the student to achieve the goals, they can split the 8 hours however they prefer to, as long as they keep in touch with our director. She will mentor and direct the students constantly.
- **The main activities they would do are:**
  - Research for humanitarian operations and projects in all the countries where we have offices (Colombia, USA, Honduras, Costa Rica, Guatemala, Venezuela, Chile, Argentina, and South Africa).
  - Create impact measurement methodologies for our humanitarian interventions.
  - Search for courses and accreditations for the international staff

Skills and Requirements:
- Strong research skills
- Humanitarian Aid knowledge and experience
- Knowledge of Impact measurement methodologies
- Excellent writing skills

Expectations:
- We expect and encourage our interns, professionals, and volunteers to be proactive, propose, be creative, and be active members of CADENA. To be committed, to be efficient and professional.

Preliminary Assignment:

Please attach a copy of a research humanitarian assignment you have done before. This is meant to show your skill level and writing abilities.
CoCuDi Center

CoCuDi is an international organization based in Israel that promotes a tolerant, just, and peace-striving society that recognizes and respects the unique identity and culture of every person.

CoCuDi's mission is to overcome barriers of misunderstanding, prejudice, and distrust that cause societal injustices, by creating programs rooted in cultural identities, primarily in emerging economies in Africa. CoCuDi accomplishes this by employing an array of methods that enhance tolerance and mutual respect by educating change agents in unfamiliar cultures. CoCuDi advances international collaborations, research, and study by facilitating exchange programs for faculty and students in academies and cultural centers in Israel and Africa. This allows the exchange of technical and scholarly knowledge while sensitizing people to unfamiliar cultures in an equal and collaborative setting. CoCuDi’s leading programs are focusing on cultural exchange and mutual learning between Israeli and Ugandan change agents. Strengthening cultural and artistic ties and dialogue, strengthen our civic societies and humanistic values.

https://www.cocudi.org/

Internship Details:
- The internship will be hybrid and will take place over 2 working days (4 hours per day) — however, the days/hours are flexible as we can work with the intern to determine what is best.

Responsibilities:
- The intern will be expected to assist with data analysis from projects to create reports, create social media posts from our different projects and assist with locating and advancing grant-making (with supervision and guidance).

Skills and Requirements:
- Comfortable with social media
- Basic computer skills
- Data organization (spreadsheet).

Expectations:
- Flexibility and curiosity 😊
Established in 2014, CultivAid is an Israeli not-for-profit organization operating in East Africa. CultivAid is a technical organization whose mission is to build the capacity of the agricultural ecosystem for the adaptation of modern high-yield agricultural methods and technologies, to improve agricultural practices to enhance local yields, income, and nutrition. The organization emphasizes the development of local professionals, technology adaptation, and building a sustainable agricultural ecosystem.

CultivAid promotes the development of a vibrant and dynamic agricultural ecosystem, with a strong connection to Israel. All activities promote that technology must be accompanied by professional development, "Hardware and Software", which strengthens government agencies, NGOs, and the private sector. This translates into ongoing training and capacity building through institutionalized programs critical for accomplishing a vision to develop a new generation of agricultural experts able to address the challenges of food security and agricultural-led economic growth.

www.cultivaid.org

Internship Details:

- The internship is flexible with the individual having set tasks to be completed throughout the internship period based on 8-hour work weeks. The candidate will have the option of dividing the work into several days or in a concentrated effort.
- The intern will meet at least monthly with his/her supervisor and weekly virtual calls.

Responsibilities:

- The intern will be supporting the public relations of the organizations. Providing support in developing a public relations strategy, and establishing its protocols and formats. The intern will support the implementation of the strategy.

Skills and Requirements:

- The intern needs to have strong communication skills, self-motivation
- Excellent writing skills and content development
- Familiar with social media outlets
- Strong Use of graphic design software a plus
- Thorough and diligent
Preliminary Assignment:

*Please do both of the tasks listed below:*

1. CultivAid has recently established a new website ([www.AitecFarm.com](http://www.AitecFarm.com)) and Facebook page ([AITEC Farm](http://AITEC Farm)) for one of its projects.
   Please describe what you would do to increase the page likes. What type of activities would you recommend and in what order? Please develop a clear action plan for this objective.

   **AND**

2. CultivAid is looking to reach out to American organizations that might be interested in supporting the organization’s work. Based on the website and other online information please draft a short paragraph that describes the organization in a way that can be appealing to potential donors. Who do you identify as potential donors?
Early Starters International

At Early Starters International, we want every child to have the possibility of participating in quality early childhood education and care. We believe that educational and care services should provide children with an environment where they can be creative and curious, independent as well as empathetic and sensitive, where they can be innovative leaders and entrepreneurs, and be challenged to think outside of the box.

Early Starters International was founded by experts who have over 30 years of experience in the education system in Israel and abroad, to address the needs of young children, especially in crises. Our team includes a network of early childhood education specialists skilled in program design and development in crisis management, who work in collaboration with local partners, led and sustained by the community. We have taken lessons learned and cutting-edge knowledge from the Israeli education system and are applying it to diverse communities across the globe.

www.earlystarters.org
https://www.facebook.com/earlystartersinternational

Internship Details:

● The internship will be two days a week with flexible hours — it is up to the intern to decide what would be best for them
● The intern will work remotely and will be required to attend monthly in-person meetings.

Responsibilities:

● Report writing
● Proposal writing
● Program writing
● Social media and media campaign
● Depending on our programs, supporting our program for Ukrainian refugees in Israel and Moldova

Skills and Requirements:

● Great English writing skills

Preliminary Assignment:

Please submit a writing sample, any recent piece of writing will work.
Engineers Without Borders Israel

Engineers Without Borders-Israel (EWB-IL) is a nonprofit organization that works to advance the quality of life of communities through the dissemination and integration of academic, technological, and practical knowledge in communities in Israel and developing countries. The organization is part of an international umbrella organization. EWB-IL projects are based on working in collaboration with local communities, identifying their needs, and assisting in the implementation of appropriate technologies to improve their quality of life. The Israeli organization acts as a platform that enables groups of Israeli students and academics to create quality and relevant projects in collaboration with industry and other organizations. The organization supports, initiates, and promotes projects through which students can be exposed to the developing world and be partners in making significant contributions to communities in Israel and around the world. EWB-IL currently has projects in Tanzania, Ethiopia, Kenya, India, Nepal, and more.

https://www.ewb-il.org/copy-of-home-new
https://www.linkedin.com/company/engineers-without-borders-israel/?viewAsMember=true

Internship Details:

- The internship will be one day per week.
- It will be hybrid.

Responsibilities:

- **Community manager**: engaging the organization’s existing members and alumni through ongoing communication and activities throughout the year.
  - Job description: Working in collaboration with the organization’s management and its graduates. Managing the organization's platforms on social networks.

Skills and Requirements:

- Good communication skills to manage a project at a high level; Knowledge of basic management software; ability to create budgets and Gantt charts.

Expectations:

- We are looking for a team player with high motivation; Curiosity and interest in working with people in Israel and developing countries.
Fair Planet is an international non-profit development organization that works with smallholder farmers in Africa to free them from the cycle of extreme poverty and food insecurity.

Aligned with the UN's 2030 Sustainable Development Goals, our innovative, proven operational model has been designed to scale outreach and maximize impact, leading to sustainable economic growth, climate change resilience, and greater regional food independence. In just seven years of working in Ethiopia, half a million people have been positively impacted by our programs.

**OUR VISION**
A world where all farmers have equal opportunities to achieve sustainable economic growth and prosperous lives for their families.

**OUR MISSION**
To improve the capacity of smallholder farmers in developing countries to transform subsistence agriculture into a profitable source of income through access to technological solutions supported by agricultural knowledge and skills.

Visit our website to learn more: [www.fairplanet.ngo](http://www.fairplanet.ngo)

**Internship Details:**
- The hours of interning are flexible and can be divided throughout the week.
- The internship will be a hybrid.

**Responsibilities:**
- The intern will take charge of our social media and publicity activities.
- Approaching potential volunteers and new target audiences to spread the word about our activity Worldwide.
- Writing and executing a monthly plan of publications.
- Creating exciting new advertising materials, leading digital campaigns, and improving and changing our websites.

Under the guidance of our volunteer coordinator, they will be an essential part of our recruitment efforts for all needed resources (human, finance, and professional)

**Skills and Requirements:**
- Passionate, creative, and inventive person.
- Knowledge of social media, site-building, and marketing is an advantage.

**Expectations:**
- We are a very small and intimate staff in the HQ with a firm belief in the organization's goals and operations.

**Preliminary Assignment:**
Please provide a few paragraphs regarding yourself, your previous experience, and your passion for international development.

Thank you!
Greenpeace is a network of independent organizations, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity.

That means we want to:
- protect biodiversity in all its forms
- prevent pollution and abuse of the earth’s ocean, land, air, and freshwater
- end all nuclear threats
- promote peace, global disarmament, and non-violence

Greenpeace International- [www.greenpeace.org/international/](http://www.greenpeace.org/international/)
Greenpeace Israel- [www.greenpeace.org/israel](http://www.greenpeace.org/israel)

**Internship Details:**
- The internship days/hours/remote/in-person will be flexible, it’s depending on the intern and accompany preference.

**Responsibilities:**
It's depending the kind of internship; We have three routes for the internship:

1. **Comms:**
   a. Writing press releases, Writing suggestions for magazine articles. Familiarity with the map of the Israeli and international media, Work experience in the most prominent digital media channels (Instagram, Facebook, mailing list), Attendance at creative and strategy meetings, and reactive work for various events on the public agenda, Translation and writing of articles
   i. The nature of the tasks depends on the student's abilities and the needs of the organization and may vary accordingly.

2. **Investigation and strategy:**
   a. The intern will be part of the campaigns department, the campaigns department is the department that is the core of the organization's activities and includes the following functions: campaigners, volunteers, actions, spokespersons, and digital (online).
   b. The intern will assistant Research and Strategy Development. Most of the specialization focuses on research, writing, and assistance in gathering information, sources, and materials for ongoing campaigns and potential future campaigns. The intern will take part in finding and summarizing materials for the strategic part of the project. Attendance at creative and strategy meetings, and take part in our investigative unit.

3. **Digital:**
   a. Working closely with the head of the new media department
b. Writing and creating content from the organization's activities in Israel and around the world and posting it on the Facebook page and the local website. Help write viral content such as quizzes, and videos while honing engagement skills. Taking part in global projects and being part of a project thinking team. Going out for various photo days and helping the media department.

c. The nature of the tasks depends on the student's abilities and the needs of the organization and may vary accordingly.

Skills and Requirements:

1. Comms:
   a. High written and oral expression
   b. Familiarity with social networks
   c. Ability to work independently
   d. Creativity
   e. Good level of English

2. Investigation and strategy:
   a. Good level of English
   b. Connection to the values of the organization
   c. Ability to formulate and edit - Familiarity with the various office software
   d. Informatics
   e. Order and work independently
   f. Previous background in the field of energy - an advantage

3. Digital:
   a. Desire to gain experience in the field of Facebook and Instagram
   b. Knowledge of using Google Docs, High written and oral expression
   c. Familiarity with social networks
   d. Ability to work independently
   e. Creativity
   f. Good level of English

Expectations:

- A desire to integrate into an international world of media, Affinity to the environment, and connection to the values of the organization - an advantage, Seriousness, perseverance, accepting meaning, and helping to preserve the environment

Preliminary Assignment:

Please add previous work in the field of specialization that interests you.

- **Comms**: send a short-written paragraph that you wrote lately.
- **Investigation and strategy**: write about an environmental article that you recently read and were interested in.
- **Digital**: attach a relevant portfolio.
Gye Nyame Mobile Clinics in Pediatric Surgery and Psychiatry in Rural Ghana

Gye Nyame Mobile Clinics (GNMC) was established in 2007 to bring specialist health care to the 50% of the Ghanaian population who still live in rural areas. Our main tool is the mobile clinic (an old concept for general outreach), but in contrast to the traditional sporadic outreach, we organize a team from a district hospital /missionary hospital which turns out to be our affiliated hub. We train the team in our professions and send them to 10-12 carefully selected health posts up to 1.5 hours from the hospital on a scheduled rotation. This way we connect the communities with emergency services and network with a third-level hospital if needed. The affiliated hospital is then upgraded to have a pediatric surgery and psychiatric unit (staff, equipment, outpatient department), and young doctors are trained in performing the so-called basic “Bellwether procedures” in pediatric surgery (basic operations to save 80% of all pediatric surgical emergencies). The mobile clinic accepts the national health insurance card and integrates its services fully into the existing structures.

www.gnafricahealth.org

Internship Details:

- The 8-hours will be divided in close cooperation with the student on a flexible schedule.
- The internship will be according to a previously discussed plan with the student hybrid.

Responsibilities:

- During the first weeks, we will prepare together with the intern a semester plan and an overall plan; we will make sure s/he will first get an insight into the history and current organizational structure, then professional aspects, finances, and future plans. We will then define his role during the 2-semester period. This can be in the following fields:
  - Research (professional data collection, editing of articles, an internet search for references, etc.) with the outcome to publish an article. Day-to-day work would be working on excel tables, searching in pub med for similar articles, and editing the organization’s one-pagers, LOI, etc.
  - Prepare Training workshops for our teams in the missionary hospitals (coordinate date and time with the team, arrange a location, find presenter and inquire what could be interesting and needed as info in the presentation itself) with the outcome of intercultural interaction and teaching experience. Day-to-day work as described.
  - Support our team with social media (teach team members how to improve social media presence, give a presentation about it per zoom, what are the best channels in Ghana and internationally, teach the team how to make the best photos for social media, etc.) with the outcome of social media training for a field team experience, difficulties? Approaches?
Doing all of the above and discussing what intervention is more critical with the outcome to give consultation to an NGO for prioritization Assessment of the NGO (according to the level of the intern). Take a look into all aspects of the organization’s work and summarize your experience in an evaluation after 4 months and after 8 months; what are the strong aspects, and what are the weak points in our organization? This means but to compare with an existing organization. The outcome would be a formal assessment of an NPO and its development (or lack of development).

Skills and Requirements:
- We are happy to work with an open-minded intern, who has communication skills and empathy for different cultures and mindsets.

Expectations:
- We expect reliability, punctuality, and honesty.

Preliminary Assignment:

We ask for a copy of a past assignment the intern completed, best before any interview as well as a short CV to understand where s/he is coming from!
Our main aim is to give orphans / abandoned children a proper education, with full scholarships to quality private schools, where computer skills, math, English, and arts are taught. In that regard, we believe that private education adhering to an adequate academic level will allow the children to successfully graduate, and later hold decent jobs and contribute to their communities, instead of falling into a life of hunger and wretchedness. The humanitarian organization HalevAfrica is locating orphans, abandoned, and vulnerable children ages 4-12 from remote villages and orphanages guaranteeing them access to quality education, food & health care and monitoring their progress along the way.

https://halevafrica.com/

**Internship Details:**
- The internship hours will be flexible, it will be up to the intern.
- The internship will be hybrid but mostly remote.

**Responsibilities:**
- The intern will help with website issues, social media work, developing ideas and projects for fundraising, and partnerships with companies/organizations.
- The intern will be responsible for translations if needed and communicating with donors.

**Skills and Requirements:**
- Experience and understanding of social media for organization marketing
- Fundraising
- Creativity thinking for new fundraising ideas
- Helping with the website development and translation

**Expectations:**
- Marketing
- Social Media
- Writing Skills
- Translation
HIAS Israel

HIAS protects and supports refugees to build new lives and reunite with family members in safety and freedom. In Israel, HIAS plays a critical role in helping refugees secure legal status, the first step toward regaining control and stability in their lives. HIAS also assists refugees with access to social rights and services, facilitates resettlement, and works closely with the private sector to provide pro bono legal support for refugees. In addition, HIAS advocates for a fair asylum system and offers higher education support to Jewish immigrants coming to Israel.

www.hias.org.il
Global HIAS website: www.hias.org

Internship Details:
- The internship days and hours will be flexible.
- The internship will be mainly remote, with occasional meetings at the office or accompaniment to Ministry of Interior interviews.

Responsibilities:
- The internship may include the following activities, depending on the programmatic needs and policy developments at the start of the internship:
  - Accompanying asylum seekers to RSD (Refugee Status Determination) interviews at the Ministry of Interior. This would require preparation for the interview and may take up to several hours at the Ministry of Interior offices, with the client. During the interview, the accompanying student would write down an interview protocol and may be asked to help prepare written arguments following the interview. Before starting this activity the student would receive training from our legal team. This activity would only be relevant when legal aid program clients are summoned to interviews.
  - Research to support the development of new programmatic interventions, including alternative pathways to resettlement, economic mobility, and economic inclusion projects.
  - Conducting research to support cases represented by the HIAS Israel legal aid program. This can include research about the situation in the country of origin, as well as comparative research of other asylum systems.

Skills and Requirements:
- Ability to work independently
- Outstanding written and verbal communications skills and overall ability to be clear and concise
- Excellent research skills and analytical thinking
● Demonstrated understanding of refugee and humanitarian work; past experience working with refugees – an asset.
● Fluency in English and Hebrew

Preliminary Assignment:

We would like to receive a CV and cover letter explaining why the candidate would like to intern at HIAS Israel. We would also appreciate seeing a recent writing sample in English.
Innovation: Africa

Innovation: Africa (IA) is a non-profit 501(c)(3) organization with a team of dedicated problem solvers with a mission to bring solutions and know-how to those in need living in rural African villages. We use solar energy to pump clean water and provide schools, orphanages, and medical clinics with light and refrigeration to store vaccines and medicines. IA has completed over 700 solar and agricultural projects, providing light, clean water, and proper medical care to more than 3.5 million people in Ethiopia, Tanzania, Malawi, South Africa, eSwatini, Uganda, Cameroon, Zambia, Senegal, and the Democratic Republic of Congo.

www.innoafrica.org
Social Media: @innovation.africa

Internship Details:
● We recommend the intern come one day a week during one of our office days (Monday, Wednesday, or Thursday). We can be flexible as to which day.
● We would like the intern to come to our office in Herzliyatoo to work with the staff.
  ○ Additionally, we are comfortable with some of the work being done remotely.
● We’d like to request the intern bring their personal laptop as we cannot provide one for them.

Responsibilities:
● The intern would potentially support projects between the 3 departments of the organization: Africa Programs, Engineering, and/or Communications/Media Department. Based on the intern's experience, skills, and timing within the program, we will connect them with staff within one of these departments to work on a project to support IA operations.
● Most of the projects we provide to our interns are administrative, research, or data input driven. Someone whose native language is English can be of benefit if we were to have help with editing or content writing.

Skills and Requirements:
● We would love to bring on interns with an engineering background or project management. We do water and electrification projects so our engineering department entails hydrogeologists, water engineers, civil engineers, electrical engineers, and software engineers/developers. Interns coming from an international community development background could support our Africa Programs Department.
IsraAID- Vision and Mission
Founded in 2001, IsraAID is an Israel-based, international, non-governmental organization. Since its inception, IsraAID has worked in emergency and long-term development settings in 55+ countries. Our vision is a world where vulnerable, disaster-affected communities have the strength, support, and opportunities they need to recover from humanitarian crises and build a more resilient future.

As such, our mission is to support people affected by humanitarian crises. We partner with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters. IsraAID is focused on building individual and communal resilience through genuine collaboration with disaster-affected populations, bolstered by our wide range of professional expertise. Our added value is also rooted in our agility. Our Israeli roots helped us cultivate our can-do culture, toward placing the future first.

Interning with IsraAID
The Disaster Management Program at Tel Aviv University is a long-term partner to IsraAID, and together we offer a wonderful internship opportunity. Interested Students can intern in one of 4 departments at IsraAID's HQ (located in the center of Tel Aviv):

1. The Programs Department: This department is at the heart of the Humanitarian action, directly managing all field operations [Emergency and long term] and providing our teams worldwide technical support in the four sectors we work in: WASH [Water Sanitation Hygiene], Psychosocial, Education, and Health. The Programs team also supports all Monitoring & Evaluations activities.
   a. In 2022-23 we will be able to offer 8 internship slots under this department.

2. Development-Communications: This department is focused on Development [Fundraising, institutional donors and private, donors' outreach and engagement] and Communications [Social presence and awareness, PR materials, reports, and social media].
   a. In 2022-23 we will be able to offer 1 internship slot under this department

3. Finance: This department supports all Country Offices in building and monitoring their budgets, as well as focusing on compliance, procurement, and legal support. The department is also an important partner to any donor report, from the financial aspect.
   a. In 2022-23 we will be able to offer 1 internship slot under this department

4. Human Resources: This department provides support to all Country Offices in all HR aspects [recruitment, employee life cycle, Learning & Development, Manager support, etc.]. The team is also working on cross-cutting projects like the Emotional Support program, the organizational Learning platform, compensation, benefits, etc.
   a. In 2022-23 we will be able to offer 1 internship slot under this department

Intern’s experience
Every intern will be working with a supervisor, who will mentor them and monitor their progress on pre-agreed goals. We see our interns as full members of the HQ team. As such they will work through an IsraAID email account, will get access to relevant materials and folders, and will be invited to meetings, gatherings, and other forums.
The internship is based in HQ, but we strive to offer short deployment opportunities

Attendance
The duration of the internship for two academic semesters – October 2022 to June 2023. The weekly framework is of 8 hours, split into two 4-hours office days.

** Due to the nature of work, especially in active emergencies, interns might be asked to expand the framework from time to time.

Screening process
We hope you will find the potential internship with IsraAID interesting and desired.

Relevant applicants will be invited to a preliminary zoom meeting, in which we will give a brief on IsraAID and the program. Those who will choose to continue will be asked to submit a short written assignment and will be interviewed, online, by IsraAID’s representative from the designated department and the HR department.

WE HOPE TO SEE YOU JOINING US SOON!

The IsraAID Team
The Israeli Forum for Impact Economy (IFIE)

The Israeli Forum for Impact Economy (IFIE) is a not-for-profit committed to advancing an impact-driven economy in Israel - an economy powered by sustainable economic growth and prosperity, delivering solutions to global challenges. The IFIE connects, convenes, and catalyzes partnerships among diverse stakeholders and sectors to build bridges between national and international players to expand the local impact ecosystem and scale the Impact Economy through our 5 Pillar Strategy: Policy, Supply of Capital, Demand for Capital, Awareness, Impact Management and Measurement.

The IFIE acts as the Israel National Advisory Board (NAB) to the Global Steering Group (GSG). Chaired by Sir Ronald Cohen, the GSG has 33 member countries in addition to the European Union (EU).

www.ifie.org.il

Internship Details:
- The internship is remote with in-person meetings.
- 2 options: 1 day 8-hr /or/ 2 days 4-hr

Responsibilities:
- Title: Research Analyst and Project Coordinator
- Examples of tasks and responsibilities:
  - Design and conduct literature reviews, document reviews, and other quantitative and qualitative synthesis activities. Preparation for and execution of quantitative and qualitative data analysis.
  - Support data collection for ongoing and new, primary research studies.
  - Collate information, draft and generate summary reports and briefings to summarize research findings and support the development of learning products (i.e., learning briefs, conference presentations, etc.), local and global projects strategies, and external publications.
  - Provide summary reviews, reports, and meeting notes.
  - Research for resources, data, and content on selected topics such as investment markets overview, innovation ecosystems, industry analysis, etc.

Skills and Requirements:
- Capable of working on their tasks in an independent setting
- English (fluent), Hebrew (advantage)
- High Computer skills (full control over Google, MS, and web search)
- Strong verbal and written communication skills
- High-performance capability
- Strong analytical and strategic skills
- Diligent and persistent
• Team player

**Preliminary Assignment:**

*Choose one of the two to complete:*

1. Please provide a copy of a past assignment that you have completed. The attached should exemplify your writing abilities and how you present ideas and topics.

2. Please write a short assignment as follows:
   a. We ask you to describe in two paragraphs the importance of impact and ESG measurement and management (in English and Hebrew). Try to indicate what type of entities use and you may include frameworks, methodologies, tools, systems, etc. that are being used/practiced or are new and being generated as we speak.
“Israeli Medicine on the Equator” strives to develop a healthy and knowledgeable society equipped with the tools to reduce the burden of typical tropical diseases, advance preventable NCDs, and improve treatment and quality of life for people living with NCDs. We are on a mission to enhance health, medical performance, and sustainability in the Kiboga regional and other rural areas in Uganda and elsewhere in Africa. Thus by introducing a replicable model based on Israeli knowledge and expertise.

https://ime-africa.org/

Internship Details:
- two days a week
- Mostly remote

Responsibilities:
- Marketing the project to volunteers – physicians
  - Periodic advertising for recruiting volunteers on Facebook/press/interest groups
  - Organizing lectures and booths to recruit volunteers in various forums and organizing meetings of interested volunteers
  - Assistance in providing initial information to those interested in volunteering for the project.
  - Update the project website and advertising materials (Hebrew and English (mostly))
  - Publications on the website and Facebook - written materials and photos from the project volunteers
  - Preparation of a periodic update document for past volunteers and donors (together with the field manager).
- Volunteer Management
  - Handling the coordination of the arrival of volunteers in Uganda (including coordination of flights, travel insurance, and travel as well as the transfer of volunteer budgets). Make sure with the field manager that the volunteers’ house is ready.
  - Coordination of preliminary preparations for volunteers in Israel (joining clinics, skills, professional preparation – mostly with doctors on the IME board)
  - Receiving feedback from returning volunteers and recruiting them for further volunteer activity in the project.
- Professional materials
  - Updating existing training files for volunteers and editing them (managing past volunteers to make updates on various topics)
- Sending a set of protocols to a volunteer leaving for Uganda (protocols written by past volunteers).

**Skills and Requirements:**

- The internship program requires management skills, managing working relationships with volunteers, the ability to work independently, initiative, working with the hospital staff in Uganda and with IME field managers, and excellent English.
The Israeli Model United Nations Association (IMUNA)

The Israeli Model United Nations Association (IMUNA) is the national registered non-profit organization (NGO) devoted to the promotion of the next generation of diplomatic leaders and leadership in Israel. IMUNA facilitates various programs that enable students and young professionals to enhance their skills and experience in the fields of public speaking, conflict resolution, decision-making, legal analysis, business interaction, negotiation, strategy, and more through debate, workshops, seminars, and aims to instill a passion for diplomacy and leadership along with the tools required to work in the field. IMUNA, guided by the concept and mindset of innovative diplomacy, facilitates many academic, social, and leadership development programs. These programs include the Youth Delegate Program to the UN for the State of Israel, in partnership with the Ministry of Foreign Affairs, various panels, seminars, workshops, delegations, networking events, exclusive projects, embassy visits, and more.

https://www.imuna.org.il
https://www.linkedin.com/company/israeli-model-un-association/mycompany/?viewAsMember=true

Internship Details:

- Internship days will consist of two working days a week
- The internship will be completely remote with the option of attending various, occasional events in person.

Responsibilities:

We have 3 different internship opportunities available:

1. **Project and Programs Associate:**
   a. The intern will be tasked with ideating, organizing, creating, facilitating, and improving IMUNA programs and projects. The Projects team deals with a variety of organizing, logistical, and coordinating matters, from the initial ideation through the execution stages.

2. **Fundraising Associate:**
   a. The intern will be tasked with ensuring, maintaining, and improving the funding sector of IMUNA. This will include contacting and building relationships with government bodies, embassies, international and national organizations, and the private sector.

3. **Marketing and Media Associate:**
   a. The intern will be appointed to the Marketing team and will be tasked with establishing, organizing, creating, facilitating, and improving IMUNA's marketing strategy, awareness, and overall platforms. The Marketing team deals with a variety of goals, timelines, projects,
and aspects of all sectors and arenas in IMUNA and its societies. IMUNA's marketing personnel will be responsible to organize, coordinate and effectively initiate marketing plans and tactics from the initial ideation through the execution stages.

**Skills and Requirements:**

- We do not require a specific skill set for interns, but rather, a desire to learn new things and develop their skills within a non-profit organization.
The Israeli Volunteering Council

The Israeli Volunteering Council is a leading and well-established infrastructure organization, aimed at promoting the culture of volunteering, for all ages and sectors in Israeli society. The council develops, manages, and integrates the infrastructure, programs, and services necessary to promote volunteering during routine and emergencies, in Israeli society. Our main clients are volunteer organizations from all sectors, and we support them by giving them the tools and knowledge they need to initiate and strengthen volunteering and professional, significant, and influential social participation.

www.ivolunteer.org.il
https://www.facebook.com/volunteer.israel
https://www.instagram.com/ivolunteer.il

Internship Details

- The internship will be one day per week
- It will be hybrid

Responsibilities

- The intern will lead an organizational preparedness program.
  - **The goal:** To develop a toolkit and training for volunteer organizations, that will provide them with the best practices necessary to prepare for disaster volunteer management.
  - **Main roles and tasks:** The intern will lead a process of needs assessment, knowledge development, and tool creation, based on the following steps:
    - Interviews with organizations that are part of the Volunteer Organization Emergency Forum (led by the Israeli Volunteering Council and The Home Front Command). The interviews will be aimed at extracting the best practices and knowledge of well-prepared organizations and disaster volunteer management.
    - A needs assessment process with Volunteer Organizations that currently do not have an emergency preparedness plan for disaster volunteer management.
    - Designing a toolkit for organizations, based on the practices and needs recognized in the first two steps, that includes very practical tools for organizations to use and follow to best prepare and mobilize volunteers during an emergency.
    - Designing a training based on the toolkit, that will help disseminate the toolkit and implement the tools within volunteer organizations.
    - Market the training and organize them.
    - Measuring and assessing the effectiveness of the tools developed
**Supervision and guidance:** The intern will receive supervision from both the Head of Emergency and disaster volunteering and from the Head of knowledge and tool development.

**Skills and Requirements:**
- Interviewing skills
- Communication skills
- Teamwork skills
- Writing skills
- Training skills
- Marketing skills

**Expectations:**
- We are looking for an intern that is both passionate about emergency preparedness and volunteering. An intern that would like to assist NPOs with their preparedness and gain experience in knowledge, tool, and training development and get exposed to numerous organizations in the field.

**Preliminary Assignment:**

To understand your skill level, please create a list of questions that you would ask a volunteer organization, as part of a needs assessment process aimed at emergency preparedness and disaster volunteer management. Please include at least 10 questions that would give you the vital information you might need.
JDC GRID
The Leading Global Jewish Humanitarian Organization

About JDC-GRID
JDC GRID (Global Response Innovative Development) is a special intervention unit within JDC (www.jdc.org) that responds to major global humanitarian challenges. Inspired by Jewish values, our global response team acts quickly when calamity strikes to bring immediate relief and to help the most vulnerable communities rebuild and thrive. In alignment with the UN Sustainable Development Goals, we tackle major problems by creating long-lasting solutions to challenges in health, food security, and women’s economic empowerment. We generate creative partnerships – with local governments, organizations, and Jewish communities – while implementing Israeli innovative technologies and know-how. JDC GRID realizes Jewish values by helping those in need around the world, regardless of religion or creed.

https://www.jdc.org/

Internship
The internship will be based at JDC’s offices in Jerusalem. JDC GRID has one slot for a TAU intern, who will be supervised by a member of the JDC GRID team. The internship may include a site visit to countries where JDC is implementing post-disaster and international development programs such as India and Ethiopia. The JDC-GRID TAU intern will be embedded in a dynamic, mission-driven team. This internship offers the opportunity to learn about disaster response and international development while contributing to the global mission and engaging with local communities. Current programs include disaster response in humanitarian settings such as Haiti, India, and Ukraine; health programs in Ethiopia and Ghana, and women’s economic empowerment programs in South Africa. The intern will receive a JDC email address, get access to our internal materials, and join meetings between JDC staff and other partners.

- The internship will be 2 days a week with 4-hour days
- It will be hybrid with occasional meetings at the Jerusalem office

Responsibilities
The internship may include one or more of the following assignments:

- Assist with the monitoring and execution of JDC’s disaster response and international development programs
- Research & writing desk reviews on topics related to responding to sudden onset disasters and international program development. Collect rapid assessments and attend OCHA clusters meetings.
- Develop quarterly dashboard reports highlighting program achievements and indicators for success
Skills & Qualifications

● Excellent verbal and written communication in English (other languages are an added advantage) and interpersonal skills necessary to develop cooperative and effective working relationships
● A high degree of flexibility
● Commitment to the philosophy and mission of JDC, and a willingness to work as a team player for the good of the organizations
● Experience with academic research
● Ability to work with diverse groups as indicated by good listening and communication skills, a balanced and reasoned approach to problems, and ability to inspire trust and confidence, flexibility in attitude, and an openness to differing points of view
● Ability to integrate Israeli innovation in our programs in the fields of health and agriculture.
● Preferred: added value in content/sectors including health/food distribution/gender/livelihood/WASH
● Experience in program management

Interview process

● There will be two required interviews: an initial interview with the programmatic team, and a final interview with senior management/HR.
JERUSALEM IMPACT VACCINATION INITIATIVE

Impact Vaccination

Jerusalem Impact Vaccination Initiative (JIVI) is a Jerusalem-based, international collaborative effort of professionals to offer sound, effective, urgent, and tailor-made intervention packages to enhance vaccination coverage and community education in UN prioritized countries. Impact Vaccination, the technical assistance arm of JIVI, is partnering with implementers in Africa, South-East Asia, and Latin America to establish and manage High-volume Vaccination Centers for service delivery, capacity building, training, and mobile units’ outreach.

The Jerusalem Impact Vaccination Initiative effort is focused on faith-based Organizations (FBOs) and Faith-based Health Providers (FBHPs). It will work with these organizations for on-demand creation, community education, and mitigation of hesitancy relating to COVID-19 and child immunization. JIVI’s goal is to augment the collaboration between Faith and Public Health at all levels.

https://www.youtube.com/watch?v=24wMxS93TLs

Internship Details:

● 2 half working days per week (4 hours per day), with some flexibility
● The internship will be hybrid: TAU Campus in-person / home-based

Responsibilities:

● The intern will be assigned to a Country project (in Africa). After training (2-3 days, flexible hours), the intern will be carrying out the following tasks:
  ○ Desk-top research
  ○ Technical support in the development of related IEC materials and communications
  ○ Contribute to social media (e.g. storytelling blogs), website (under development), publications
  ○ Prepare for and support facilitation of Country-specific projects and joint working groups, take part in project development and implementation (remote)
  ○ Participate and proactively contribute to team discussions and projects’ expansion
● In Semester 2: co-lead coordination of one/two components of ongoing projects in Africa (remote)
● Support administrative tasks as necessary

Skills and Requirements:

● English native/bilingual proficiency
● Research experience (no need for statistical background, epidemiology skills – an asset)
● In-depth knowledge / living in Africa
● Communication skills
● Coordination/management skills
● Self-starter, independent who also enjoys teamwork

Expectations:

● Flexibility
● Multi-cultural acumen
Preliminary Assignment:

You are to meet the Secretary General of the Bishops’ Council of Tanzania to introduce to him the Jerusalem Impact Vaccination Initiative and explore collaboration opportunities. Please outline (bullet points or 2-3 sentence paragraphs) the key messages you plan for this meeting and their sequence.
Joseph Project CC (Ltd.)

We operate as a logistics infrastructure channeling goods between donors/suppliers of goods and welfare agencies/nonprofits. We hold a warehouse, 3 vehicles, an inventory, and a distribution digital system, and have experience in a variety of logistical work, including importing and exporting. We were approached in recent years by various project managers and organizations to assist in their operations as a 3rd party logistics of sorts. We are now developing this type of operation, with a broad variety of partners, to support broader donations of goods from within Israel, and send abroad to Israeli operations, by sea or air.

www.josephproject.org.il
https://www.instagram.com/joseph.project/

Internship Details:

● Flexible hours – one day or two days, or more. Weekly follow-up re-performance. Daily general communication with me
● The internship will be hybrid – partially remote, partially physical meetings

Responsibilities:

● Brainstorm with Manager and Partners as to logistical details of collecting medical goods for international destinations, get to know the needs, get to know the field of medical centers and their capacity to donate goods, map out the medical field, and pursue donors – thinking short-term immediate results, but also invest in long-term future donor capacity.
● My expectation is somewhere between major concrete results in the receipt of donations of medical goods, being properly equipped with the knowledge, action plans, connections, and contact details, and easily and immediately launching a future campaign.
● Another task could be to prepare a digital platform for such an operation. We have been in touch with hi-tech companies interested in supporting such technology development.
● Another task is to set up online campaigns – to market the operations, and the partners, and seek cash donations, and/or donations of goods from the public (quasi crowdfunding, online fundraising)
● So day to day – lots of brainstorming, studying the logistics and the partners and the medical centers as potential donors, creating lists of contact details and pursuing those contacts, or pursuing contact after contact, and thus develop grassroots donor networks.

Skills and Requirements:

● Hebrew language communication
● Outgoing character to be able to reach out to donors, and take initiative in creating campaigns online
● Competence to learn logistics and medical details for the operation
**Expectations:**
- Team player. Loyalty.
- Drive to succeed in the task but also patience and sensitivity to working with others.

**Task Exercise:**

*Please complete one of the three options:*

1. Create a list mapping out medical centers in Israel and contact details of logistics personnel
2. Create a list of doctors operating in international aid and contact details
3. Create a platform and real examples to list medical needs in the field, to be able to cross-reference with the potential supply of medical equipment from Israel, including dimensions and any other parameters relevant to logistics (big, small, bulky, easily packed in boxes, delicate, electric, liquid, new/used, etc.)
Keilot is an impact company providing clean, off-grid, technologies to the African continent starting with the Kenyan market. Keilot is working in accordance with the UN’s SDGs (Sustainable Development Goals) focusing on three areas of life: food, water, and energy.

We offer 3 innovations to schools and smallholder farmers: a biogas system, a milking machine, and a water filtration system. We also build medium solar PV systems. All of which have the potential to increase income and improve the health of our clients while reducing carbon emissions.

Keilot is partly owned by Eilat-Eilot Renewable Energy Initiative, an Israeli non-profit located in southern Arava. We are looking for an intern to work remotely with our team in Israel. The main objective of the work would be:

- Research and build a database of international organizations that Keilot would have an interest in working with.
- Look for potentially suitable grants for Keilot
- Fill out grants and awards applications

Intern will get a real-life, comprehensive understanding of the ins and outs of building an Impact company in Africa. We will supply guidance for the work that needs to be done and there will be someone available during office hours for questions.

https://www.keilot.co.ke/
https://www.facebook.com/keilot.co.ke

Internship Details:

- The hours/days are flexible. We expect the intern to build their work day.
- This is a remote internship. We would be happy to have our intern come visit us in the Arava, and tour the off-grid village we established (see here: www.eilateilot.org/off-grid-technologies/) but this is not mandatory and the intern will need to take care of accommodation arrangements.

Responsibilities:

- We need someone that can be independent and work remotely. Together we will set up goals and check up weekly to see progress. Work is mostly online – searching, writing, editing.

Skills and Requirements:

- Great online research skills
- basic EXCEL
● organized
● Proficient in English (preferably as a first language), well versed in writing.

**Expectations:**
● We would be happy to have someone genuinely interested in off-grid innovations, climate crisis, and impact work in the developing world.

**Task Exercise:**

Please tell us about yourself in up to 140 words. Academic background, where from, anything that would be of interest.

AND

We want to see if you can find information online and have an eye for details. Please tell us how much Keilot's milking machine costs in dollars.
LevKachol (Blue Heart)
Where technology meets REAL impact

Lev Kachol is a central forum connecting across sectors and industries to collaborate on some of society’s greatest challenges today. Whether it’s a humanitarian crisis or a long-term social challenge, our platform synchronizes between needs and resources, enabling all sectors of society to engage where most needed. In addition, Lev Kachol holds a research center and an R&D impact Center designed to produce technological solutions for social challenges.

Our mission is to scale CSR (corporate social responsibility) to its next level.

Lev Kachol began as one of the first ad hoc initiatives helping war-torn Ukrainians escape the country and synchronizing aid between humanitarian responders. Despite its short history (since early 2022) became one of Israel’s major players in rescuing missions, with more than 2,400 volunteers around the globe, assisting more than 70,000 aid requests, partnering with high-tech companies and industry leaders, and working alongside global non-profits. Lev Kachol is utilizing creative approaches, and innovative and cutting-edge technologies to support humanitarian efforts in times of crisis and address social challenges any time of the year.

Today, we witness that the younger generation wants to be more socially conscious. Employees demand their places of work to engage in more impactful projects rather than just donating food, clothes, private lessons, or painting houses in poor neighborhoods. They look for a workplace that is sensitive to society and wants to contribute to creating impact.

We take the high-tech companies and industry’s willingness to help and provide volunteers and match them with the desperate needs of government and NGOs for help. We also add to the mix of proven services and tools that can help accelerate solutions to social challenges.

High-tech employees can still have their day job – working to gain more financial profit for their employers. They can also have a side project fulfilling their desires to make a social impact.

We connect intellectual challenges to social challenges; we connect the natural desire to contribute to the social good with opportunities to maximize social impact.

When dealing with social challenges, there isn’t much time or many resources available. It could be a waste of time during the critical first days of a crisis to squander on reinventing systems, services, and processes to help those in need and to coordinate initial efforts. With Lev Kachol’s systems, fledgling organizations can save this time and focus on making a greater impact.
We use natural language understanding and other AI tools as part of our research engine designed to help analyze social challenges, we make automation of communication, and we do Case management, assignment, and tracking to projects we are creating or part of.

https://www.levkachol.org/en

**Internship Details:**
- The internship is 8 hours a week. Interns are free to self-manage their schedules.
- The internship could be fully remote.

**Responsibilities:**
*There are 4 different positions available:*

1. **Research team:**
   - a. Be part of developing our revolutionary model of synchronizing humanitarian aid during times of crisis where multifunctional and multisectoral coordination is required.
   - b. Accumulate knowledge and generate in-depth insights about how to handle social challenges using different technology tools and business methods.
   - c. 3 sections: doing NGOs coverage, Government agencies coverage, and technology coverage (in each section previous experience with the ecosystem is required)

2. **Project leader:**
   - a. We’re looking for someone curious about solving “big” problems, and passionate about creating great technological and operational projects.
   - b. You know how to translate governments’ or NGOs’ needs & pains into an operational product.
   - c. You will do market, BI, and user (NGO or government agency) research, defining wireframes, scope, KPIs and development process, project planning and scheduling, synchronizing various internal and external stakeholders, fundraising, and monitoring the project’s budget.

3. **Partnership and industry leader** (internal and external):
   - a. Bringing Israeli innovations to respond to global humanitarian challenges by shaping relationships with global organizations- technological, economical, and nonprofit industry leaders.
   - b. Meeting with various Israeli organizations and companies to create partnerships.

4. **Product manager:**
   - a. you’re fluent in defining user workflows and sketching wireframes. You’re skilled in researching and analyzing users’ needs, intents, and operational cases.
   - b. Have proven achievements under your belt in problem-solving.
   - c. Play a key role at every stage of the product lifecycle, heading up the end-to-end development of new products, and making sure that our goals are aligned with users’ needs

**Preliminary Assignment:**
*Most complete both tasks, they can be presented in a slide or word document.*
These are part of the challenges we are facing at Lev Kachol, we believe that everyone can lead a change with the right support. At Lev Kachol we are one house for impact, designed to make impactful projects alive and to take CSR to its next level.

1. In your vision describe how you see the coordination between different sectors (private, government, nonprofit) in one main platform in time of humanitarian crisis (imagine a situation, like the war in Ukraine. On the one hand, in a short time, thousands of people need immediate help in so many areas and levels. On the other hand, lots of NGOs and governmental agencies are seeking to help. For all that add big corporations (from the private sector) that want to take part. How should you handle it in one mechanism?

   AND

2. If I give you 1 million dollars to design a project. What is it going to be? How are you going to handle the budget over time? How do you make partnerships (with government agencies and technology business companies) to enlarge the project?
“LITTLE LIGHT” is a non-profit community-based organization operating in Namuwongo slum, Kampala, Uganda. Namuwongo is not only one of the biggest and harshest slums in Kampala, but it's also one of the biggest refugee and migration centers in Kampala, with villagers migrating for a better life and refugees fleeing from war-ridden territories all over Africa.

Little Light runs a nursery and lower primary classes for the community’s children and later, with the help of private sponsors, supports them in continuing their education in schools around Kampala. In addition to education, the children also get extracurricular activities, private tutoring, a hot meal, basic medical assistance, and a safe place to play and allow them to be the children that they are.

Little Light also runs a youth skills program, aimed to give the community’s youths a chance to break the cycle of poverty and learn practical skills for a dignified life, and a women's empowerment group where the women make and sell, with the help of Little Light, traditional recycled paper jewelry to allow them financial stability and independence.

https://littlelightchildren.com/

Internship options:
1. **Content Writing:** Establishing the content writing field in Little Light, while providing valuable content for the organization's departments.
   a. **Responsibilities:**
      i. Collecting and formalizing information and updates from our management and Board of Directors.
      ii. Writing and publication of a monthly newsletter for our stakeholders.
      iii. Writing and publishing a fortnightly post for Little Light’s blog will be included on our website.
      iv. Create content for social media, a newsletter for stakeholders, content for our eCommerce platforms, and a general website.
   b. **Requirements:**
      i. 4-8 Weekly hours Working from home
2. **Campaign Management:** Build and promote Little Light campaigns on social media.
   a. **Responsibilities:**
i. Building campaigns promoting different topics regarding Little Light.
ii. Generating performance reports, and analyzing and interpreting revenue opportunities.
iii. Drive traffic through social media
iv. Market research overview, budget building, activity monitoring, data analysis, and optimization to improve sales and activity
v. Report to Team Leader.

b. Qualifications:
   i. An understanding of the digital world and experience in social media campaigns.

c. Requirements:
   i. 4-8 Weekly hours Working from home

3. Human Resources: Mentoring our Human Resources Manager through HR processes for international volunteers and local employees.
   a. Responsibilities:
      i. In-depth analysis of HR processes in the organization.
      ii. Taking part in the HR processes to provide new tools for the organization.
   b. Requirements:
      i. 3 Weekly hours Working from home

4. New Media:
   a. Preparing an SEO work plan and executing it while providing training to Little Light members to be able to manage this field in the long run.
   b. Social Media- preparing a comprehensive plan for upgrading Little Light's social media pages and expanding our presence across leading platforms. The role includes mentoring relevant team members and overseeing the entire social media activity.
   c. Email marketing- establishing the email marketing field in Little Light to drive sales, donations, and awareness, while mentoring relevant team members to ensure continuity for the long run.
   d. Requirements:
      i. 8 Weekly hours (one full day or two half days) Working from home

5. Financial management:
   a. Ensure financial processes are managed according to the local authorities requirements
   b. Create a workflow for financial management- creating report templates, dividing responsibility among the different functions, etc.
   c. Advice on financial management strategy: setting expense thresholds, deciding on whether to manage multiple bank accounts, etc.
   d. Supervise the execution of the financial management work plan.
   e. Requirements:
      i. 3 Weekly hours working from home.
Magen David Adom in Israel

Magen David Adom in Israel, as Israel’s National Emergency Medical and Blood Services Organization, works under the Magen David Adom Law of 1950 to provide a variety of services to the Israeli public. The core responsibilities of the organization include pre-hospital emergency medical services, collecting, storing, and typing all of Israel’s blood supply, training the public in a wide variety of basic and advanced first aid courses, and providing auxiliary medical services to the IDF in times of war and serving as Israel’s member society to the International Red Cross. In addition, Magen David Adom holds several university-level affiliations. As part of these affiliations, we accept interns from across the world to assist in writing and publishing a wide variety of research articles relating to our above-mentioned functions.

https://www.mdais.org/en
Facebook: Magen David Adom
Instagram: magen_david_adom

Internship Details:
- Typically interns will be expected to do one 8-hour day, however, we do our best to make it best suit their schedule.
- Internships are typically in-person depending with the option for hybrid depending on the student’s performance and COVID-19 levels at the time of the internship.

Responsibilities:
- As mentioned, MDA holds several academic affiliations. As part of these affiliations, MDA conducts research in a wide variety of areas relating to our functions as Israel’s National Emergency Medical and Blood Services Organization. In any given semester, many interns come from around the world to conduct research at MDA in their areas of study. These interns expect to (using data provided by MDA) prepare and write a research analysis and prepare it for publication in a relevant journal. Day-to-day expectations include data analysis, research into the topic at hand, and preparing an academic article to be published in a relevant journal.

Skills and Requirements:
- ability to read and write on an academic level
- basic and advanced statistical analysis
- knowledge of Excel and excellent interpersonal skills.
Expectations:
- Interns are expected to arrive on time, maintain professional behavior in the office and maintain a professional and modest dress code.

Preliminary Assignment:

Please send the student’s CV along with a letter of recommendation and the form which Vicki will send as appropriate.
Mindfulness in Arabic

The objective of Mindfulness in Arabic is to provide trauma-informed, culturally-sensitive Mindfulness training in Arabic to ease the lives and pain of refugees facing and fleeing violence. MiA is specifically designed for refugees who have fled their homes - including those who may still be in transit or are in refugee camps - and for Arabic-speaking practitioners and professionals who utilize the tools for their benefit and/or in their work with trauma-affected populations. Our main activities include our unique 8-week free mindfulness course, mindfulness in service of trauma healing workshops for professionals, a Training of Trainers course, other workshops, and trauma and resiliency webinars for refugee aid workers and counselors. Our activities lately have been mainly via the internet, with Syrian, Kurdish, and Palestinian populations, around the globe, as well as with refugee centers and counselors.

https://www.mindfulnessinarabic.org

Internship Details:

- The internship will be two days a week and will be either remote or hybrid, according to the specific roles the person will undertake.

Responsibilities:

There are 3 positions available:

1. Graphics and social media:
   a. Weekly contact with our social media followers, as well as designing flyers and posters for workshops, webinars, and any other news involving MiA’s activities. Creating more social media exposure for MiA and increasing follower and engagement rates on Facebook, Instagram, Twitter, LinkedIn, and Reddit.

2. Audio editing and recording:
a. Editing MiA’s meditations and recording and editing webinars and workshops. In addition, they will be in charge of uploading those recordings to our website and other websites on which our meditations and workshops are published.

3. **Assistant Programs Manager:**
   a. Involves connecting with volunteers, organizing and producing MiA’s webinars, and liaising between organizations and MiA for new courses. Will be in close contact with all team members.

**Skills and Requirements:**
- **Graphics and social media:**
  - Knowledge in graphic design and social media marketing, as well as content creation and writing skills.
- **Audio Editing and Recording:**
  - Prior experience with audio editing and online session recording.
- **Assistant Programs Manager:**
  - Interpersonal communication skills, time management skills, organizational skills, and a [feel] for groups and moving projects.

For all, the best would be if they know Arabic and/or Mindfulness. Interest in mindfulness and cross-cultural dynamics is a must.

**Language requirement:** Proficiency in English. Knowledge of Arabic is an advantage. Hebrew can be used among some team members, but usually not on our activities, website, courses, etc.

**Expectations:**
- Responsible - for individual time management, deadlines, keeping meetings with CEO and team members, and communication in real-time.
- Communicative - especially when online and remote relationships are involved, clear, direct, concise, and stable ongoing communication is needed.
  - Many things may be unclear at first, good questions and curiosity are needed to fair the transition into a project in the making. Humor is truly an advantage.
- Patient and committed - we shall ask for a commitment of at least half a year (two semesters). University exam terms shall be respected, yet needs to be coordinated in advance.

**Preliminary Assignment:**
*Choose one of the following to complete:*

1. **Graphics and social media:**
   a. MiA is planning an online introduction workshop in collaboration with Nancy Hathaway from the Centre for Studying Mindfulness. Below there is the title and a brief description of the workshop. The assignment is composed of two parts: firstly, we would like the prospective intern to create a brochure for this workshop to market and promote it on social media. Secondly, we would like the prospective intern to tell us how they would create exposure for it and promote it on social media.
i. **Name of the workshop**: Integrating Mindfulness, Social, and Emotional Skills into Education.

ii. **Date of the workshop**: October 28th, 2022.

iii. **Brief description of the workshop**: Educators are the most valuable 'coping skill' for students. If the educator is mindful and emotionally intelligent then students will feel safe and open to learning as well as learning coping skills and tools for resilience without even knowing it. Educators are precious in so many ways for our society. In this workshop, we will explore what it means to embody these skills and how they will be helpful to our students.

**Complete both of the following for this option:**

b. **Audio editing**: We have a recording of a meditation that we would like to edit. We would like to edit the quality of the recording, add a pre-existing introduction to it (another recording), and make the recording itself x1.25 faster. We will give the recordings to the prospective intern upon request.

c. **Assistant Programs Manager**: We have a few dozen volunteers, and we need to create and initiate a volunteer meeting when some volunteers are here and others are abroad. What would you do? What would you need from us? What and who could help you?

2. **There is a webinar that needs to be produced and organized, what steps would you take to make it happen?**
Monday.com is a work OS platform, providing digital tools for various organizations. As part of its social impact team, monday.com also specializes in developing digital products for the Emergency Response (ER) sector to enable a rapid, effective, and knowledgeable response. Our solutions enable aid organizations and disaster responders to efficiently collect, share, and process data, and create relevant disaster management tools and respective interventions based on those.

https://monday.com/
Watch the below Youtube videos to learn more about their operations:
https://www.youtube.com/watch?v=ivMN6a9emxs
https://www.youtube.com/watch?v=XQtkF87Y-J0

Internship Details:
- The internship will be hybrid, one day per week with flexibility. The key indicator is meeting set KPIs

Responsibilities:
Potential deliverables, TBD with intern based on need and qualifications:
- Market study
  - mapping existing emergency response digital solutions and tools (private/ public sector) throughout the UN system (e.g. UNDP, WFP, OCHA and other aid organizations and government
- Preparing information packets on responses the ERT participated in, and preparation of useable template
- Database of other tech companies providing in-kind (or CSR-based) tech solutions during disasters
- Research and compile a database of interventions made in the space by other tech companies
- Writing concept papers for best practices in the ER sector, across all stages of preparedness, emergency, and recovery.
- Mapping the challenges and opportunities for the ER space digital transformation and change management processes, including based on reports from the UN, consulting firms, academic research, etc.
- Writing relevant social media posts and reports based on the findings
Skills and Requirements:

- Experience in the ER sector (practical/theoretical)
- Background and understanding of digital transformation processes and tools Understanding of the UN system
- Written and oral fluency in English
- Experience in leading academic and other research
- High motivation and proven ability to self manage
- Impact driven
- Critical thinking
- Eager to learn new things and methods

Expectations:

- We're looking for an intern with a passion for new markets, technology, and impact. Assisting us in formalizing all best practices and case study concept papers.

Preliminary Assignment:

Please prepare a summary and overview of 5 relevant digital tools utilized for disaster management, including a description, pros and cons, examples of previous use cases, and your position and recommendation concerning the tool (up to 3 pages).
OLAM is a network of 65 Jewish and Israeli organizations working in the fields of international development, humanitarian aid, and global volunteering. Inspired by Jewish values and committed to high ethical standards, OLAM convenes and mobilizes leaders and organizations to take meaningful action in support of the world's most vulnerable people. OLAM has staff based in Jerusalem, London, and Washington, DC, and our partner organizations are based all around the world and work in over 100 countries.

www.olamtogether.org
Facebook: https://www.facebook.com/OLAMtogether/
LinkedIn: https://www.linkedin.com/company/olamtogether/
Instagram: https://www.instagram.com/olamtogether/

Internship Details:

- The ideal intern schedule would be to work 2 days a week (between Mon-Thurs), for 4 hours each, between 2-6 pm Israel time, to be able to overlap for a few hours with the OLAM staff in the US. However, there is flexibility.
- The majority of the work will be remote, with the possibility of participating in some in-person events.

Responsibilities:

- OLAM is looking to bring on a Program Support Intern, to help the team (in particular the Director of Network Engagement and Programs) in planning and executing several programs. These programs include but are not limited to, OLAM’s virtual Focal Point conference, Ethical Practices Program, and the Partner Renewal Survey. This is an excellent opportunity to expand your network, gain programmatic skills, and be part of an enthusiastic, fun, and professional global team.

Responsibilities may include:

- **Focal Point conference** [OLAM’s annual Focal Point gathering is an exclusive opportunity for Jews engaged in global service, international development, and humanitarian aid to network, exchange ideas and best practices, and celebrate their shared commitment to serving the world’s most vulnerable individuals.]
  - Review and edit information on the conference website
  - Support the planning of in-person networking events for international development and aid practitioners in various cities around the world
  - Attend and support an in-person event in Israel
  - Manage information and communicate with OLAM partners
  - During the virtual conference, support OLAM staff
● Aspire Ethical Practices Program [offers tools that will allow our partners to assess their current work, and take positive actions to deepen their ethical practices.]
  ○ Research potential speakers for webinars
  ○ Support webinars and training about ethical practices
  ○ Support the development of new tools and resources for OLAM’s partners
● Partner Renewal Survey [Each year, OLAM develops a survey for its partner organizations to get updated on their work and best understand their needs.]
  ○ Build survey tool using FormAssembly
  ○ Communicate with OLAM partner organizations about the completion of the survey
  ○ Update Salesforce with survey results
● Other:
  ○ Support with communication needs, including social media posts and drafting newsletters

**Skills and Requirements:**
- English as a native language or fluency in English is required
- Excellent editing and writing skills in English
- Strong attention to detail
- Quick to respond to email or phone communications and available for weekly check-in calls
- Open-mindedness and flexibility
- Available to partially work at times that overlap with the Director of Network Engagement and Programs who is based in Washington, DC - between Monday-Thursday, after 16:00 Israel time.
- Nice to have: Experience with using social media in a professional capacity
- Nice to have: Experience with Salesforce, MailChimp, and FormAssembly

We welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

**Preliminary Assignment:**

Please write 2-3 paragraphs in English describing a global topic that you’re passionate about, and why.
The Pears Program for Global Innovation is a non-profit organization working to connect Israeli innovators and partners in the developing world to join forces and find solutions to some of the most pressing problems of our time. Pears Program works to catalyze new technology solutions that address international development challenges by growing Israel’s contribution to innovation in emerging markets. We believe in the transformative power of values-driven innovation to improve the lives of people all over the world.

To fulfill our goal, we organize and offer programs to build the capacity of different members of the community. Our annual flagship program, the Pears Challenge, is a venture builder helping Israeli entrepreneurs create tech startups with meaningful impact. We additionally offer several programs for established startups and companies interested in operating in the developing world. We help companies successfully enter markets through trustworthy companies, non-governmental organizations (NGOs), and government institutions in the developing world and facilitate fruitful collaborations that accelerate innovation. Finally, we focus largely on the DevTech Community, providing access to a dynamic community of Israeli start-ups, companies, and experts that share our belief in the transformative power of values-driven innovation to improve the lives of people worldwide.

Website: https://www.pearsprogram.com/
LinkedIn: https://www.linkedin.com/company/pears-program-for-global-innovation/
Facebook: https://www.facebook.com/pearsprogramforglobalinnovation

Internship Details:
- We do not have a preference between splitting up the 8-hour work week into two half days and one full day. We are happy to work with the preferences of our future interns.
- The internship will be hybrid and flexible to the intern’s needs and location

Responsibilities:
- We are looking for an individual with a passion for innovation, international development, and entrepreneurship to join our team as our Community Intern. Pears Program interns gain valuable learning and real-world experience and contribute critical support to the success of our organization and programming. We provide interns with significant professional development and growth opportunities, and access to an incredible network of innovators and entrepreneurs. We aim to give our interns tasks and work that they are most excited about, that at the same time, will contribute
to our needs. Below is a list of several possible responsibilities that the Community Intern will take on:

- Coordinate, manage, and create content for Pears Program's social media platforms.
- Support alumni programming to ensure their stories are captured and shared.
- Support the Connect Platform, an opportunity for impact ventures to participate in 1 on 1 expert consultation sessions with experienced international development, entrepreneurship, and innovation experts to help grow their ventures.
- Work with startups to ensure that their stories are captured and displayed.
- Contribute to the organization’s monthly newsletter.
- Provide additional administrative and/or programmatic support, as needed.

**Skills and Requirements:**

- Fluency in English (Hebrew is also great)
- Excellent writing skills
- Knowledge and understanding of different social media platforms
- Interest in or experience related to international development, emerging markets, etc.
- Ability to prioritize and execute multiple projects efficiently and simultaneously
- Dedication to and enthusiasm for our mission
- Experience and/or familiarity with startup ecosystems and terminology is an advantage

**Expectations:**

- We are of course looking for someone with a personality to add to our great team dynamic. Our team currently consists of the Managing Director, 2 Project Managers, the Community Manager, and the founder/senior advisor. While the intern will work closest with the Community Manager, we look forward to including them as a part of our team!

**Preliminary Assignment:**

After the interview, you will receive a short assignment to complete to better understand your level of writing.
**Project TEN**

**International Community Development**

*By The Jewish Agency For Israel*

**Project TEN** works to promote the social resilience of disadvantaged communities around the world with the help of young volunteers from Israel and the Jewish diaspora, in collaboration with the local community and the spirit of universal Jewish values.

The program consists of volunteers who arrive at various destinations (Uganda, Ghana, Cambodia, Greece, Mexico, South Africa, Ethiopia, and Israel) for 3-5 months where they collaborate with local community members in the field of informal education.

Our Website: [Hebrew Site](#) | [English Site](#)
Facebook: [Project TEN - Be The Change](#)
Instagram: [https://instagram.com/project.ten?igshid=NWRhNmQxMjQ](https://instagram.com/project.ten?igshid=NWRhNmQxMjQ)

**Internship Details:**

- Attendance once a week for 4 hours in the office in Jerusalem
- 4 hours of personal work remotely

**Responsibilities:**

- Interning with project TEN will include the important task of information management in the fields of international community development, the well-being of volunteers, evaluation of different programs, and assistance in organizing educational activities.
- Update and refresh presentations and activities of international development and particular knowledge of various countries.
- Updating the educational activities curriculum which is conducted by the field staff and volunteers.
- Data analysis of internal evaluation processes and summary reports
- Construction of schedules

Fitting people might also assist in training volunteers and staff

**Skills and Requirements:**

- Analytical abilities (knowledge of statistics, databases)
- Digital orientation (office365, outlook, statistics programs)
- Experience in sustainable development
- Hebrew and English – spoken and written
- Good communication skills
- Advantage – knowledge, and passion for informal education
Expectations:
- Aspiration to contribute personal knowledge and skills to the organization's progress and success
- Honesty and care for various communities around the world
- Genuine passion to learn and grow and a curious manner

Preliminary Assignment:

Project TEN is intending to open an educational community center in Gondar Ethiopia in the near future. Please write a 3 (approx.) pages essay that includes the following information (in Hebrew or English):

1. Background of destination- Location, Capital city, regions and properties, population segmentation (by regions if possible), socio-economic aspects, education, telephone numbering plan, Languages, weather/ seasons, calendar- holidays and school breaks, relevant history and culture.
2. Local data on education and health topics- humanitarian aspects -based on the UNDP's last reports of the place
3. Mapping local health and educational organizations and the formal authority's departments of health and education (contact details)
4. The local Jewish community- background, community leaders and organizations, personal leads contact details.
5. Interesting and relevant articles for learning more about the place.
6. Culture – famous leaders, artists, books, and movie recommendations
Save a Child’s Heart is an Israeli humanitarian organization, working internationally to save the lives of children from countries where access to pediatric heart care is limited or nonexistent. Founded in 1995 and based at the Sylvan Adams Children’s Hospital, Save a Child’s Heart has saved the lives of more than 6,200 children from 64 countries and has brought more than 140 local healthcare professionals to Israel for training so they can treat their children independently and create centers of excellence in their home countries. Our core value is Tikkun Olam - doing good to repair the world and believing that every child deserves the best medical care, regardless of race, religion, gender, nationality, or financial status.

Website:  https://saveachildsheart.org/
Facebook: https://www.facebook.com/saveachildsheart
Instagram: https://www.instagram.com/saveachildsheart/?hl=en

Internship Details:
● Please read the details here: https://saveachildsheart.org/get-involved/intern
● The internship will be fully in-person

Responsibilities:
● Read here about the responsibilities: https://saveachildsheart.org/get-involved/intern

Skills and Requirements:
● Read here about the skills and requirements: https://saveachildsheart.org/get-involved/intern
The Sheba Humanitarian and Disaster Response Center, established in 2017, is a world-class center for disaster medicine and humanitarian response. It is unique in being an operational center based in a large hospital with all medical, organizational, and logistic backing of Sheba Medical Center - the largest medical center in the Middle East, rated as one of the world's ten best hospitals.

The Center's activities include…

1. Deployment of medical teams in response to disasters and emergencies and providing humanitarian medical aid during routine times wherever needed worldwide.
2. Currently establishing a civilian field hospital to be verified by the WHO.
3. Teaching and training in the fields of medical disaster preparedness and response.
4. Research in the fields of disaster medicine

* Website currently in preparation

Internship Details:

- One day a week for 8 hours (special needs will be discussed per case). Possible participation in the preparation of deployments and local drills.
- The internship is planned to be fully in person with close mentorship guidance, direction, and support.

Responsibilities:

- The Interns are an integral part of the center, being in charge of different subjects and writing SOPs on these subjects in preparation for WHO verification. They will be independent to write the SOPs according to their experience with the mentor guiding them. The students will take an active part in the center's activities including weekly team meetings, evaluation of new equipment, inflating the hospital's tents, and operational drills.

Skills and Requirements:

- Background in medical professions and logistic aspects of medical and emergency activity.
- Previous experience in Medical/Logistic/Human resources is an advantage.
- Self-discipline and dedication to work.
- Ability to work in a team.
Expectations:

- Basic computer skills
- Proficiency in English for writing SOPs, collecting data from multiple sources, and combining them into a comprehensive yet clear SOP.
- Working times are 08-15:00 at SHEBA Medical Center.
- Achieving the goals of writing SOP's according to a planned timeline.
SID Israel

SID Israel is an umbrella organization for over 1000 entities in the Israeli ecosystem, including civil society organizations, companies, government institutions, and academic forums acting in the fields of international development and humanitarian aid.

Our vision is to create professional and vibrant International development/aid activity, driven by an involved Israeli society of individuals, organizations, and government institutions working together with communities in the developing world and disaster-struck areas based on mutual respect.
We aim to create a professional environment that is based on joint knowledge and experience, to build a clear road map and framework for Israeli activity in the world, raise public awareness of the field, enable cross-sectoral professional development and build a bridge between Israel and the Diaspora.
We see the Israeli involvement and activity in the developing world as highly important and impactful in many ways: financially, diplomatically, and above all morally.

Responsibilities:
Mapping and research for international partners
Coordination of webinars in the field of an international career in humanitarian aid and international development
Management of Web content: Review existing materials, ensuring relevancy and accuracy
Social media, marketing, and communications: Develop and maintain social media platforms including gathering and sharing beneficiary stories, new tools, and developments
Prepare a monthly newsletter to send out to partners.
Topaz International is a global dynamic social change movement that initiates and incorporates Israeli and International Social Change enterprises and movements. Topaz International engages passionate social entrepreneurs, activists, and social leaders, working in the Israeli social field and international development arena since 2000. Topaz International has advanced over sixty creative new initiatives in the past twenty years. Together with its partners in Israel and worldwide, Topaz International pursues a wide range of programs in education, social welfare, health, arts, women empowerment and gender equality, international volunteering, disaster relief and humanitarian aid, intensive agriculture, and refugee assistance. Topaz International contributes to Israeli society and global well-being through its work by advancing Tikkun Olam (the Jewish value of "repairing the world") notions and values.

Topaz International is composed of three organizational platforms:

- **Topaz Israel** - The SEE; Social Entrepreneurship and Impact Enterprises Incubator (www.topaz.org.il)
- **Inspiration - Arts for humanity** – an International Movement for Art, Leadership and Social Change (www.Inspirationarts.org)
- **Brit Olam - International Development and Volunteering Movement** (www.britolam.org). Brit Olam has four subdivisions: Sustainable development, refugees, and relief – The Integrated International Relief unit (I.I.R.); the Israeli Global Initiative (I.G.I.) - a bilateral joint enterprise of Topaz International and TAG International Development (USA), and the IMPROVE initiative – the International Movement of Professional Volunteers.


**Internship Details:**

- Preferably, the internship will be divided into two working days.
- Flexible hours
- Hybrid Internship
- Weekly Meetings with the intern’s mentor, Dr. Mike Naftali
  - 1.5 hours each meeting at his office in Tel Aviv (Neot Afeca Alef)

**Responsibilities:**

- Take an active role in developing and managing Topaz’s “International Integrated Relief Unit (I.I.R.),” specifically regarding its activities in Poland and Ukraine
- Assist in developing and operating projects related to international development in East African Countries
● Research and prepare draft documents and reports on a wide range of international development and humanitarian aid issues
● Assist and support grantmaking and various fundraising activities. Provide ad-hoc support by attending and reporting on meetings and briefings (both online and physically)
● Create and update databases
● Update and manage social media platforms. Draft and assist in the maintenance of website content. Draft, proofread, and edit communication material for external audiences such as reports, newsletters, blogs, etc.
● Work with different sets of people on various programs of Topaz international divisions (Brit Olam and Inspiration) at any given time

Skills and Requirements:
● Eager to learn and work with various unites in Topaz International
● Dynamic, creative, and entrepreneurial work style and ability to juggle multiple projects simultaneously
● Strong interpersonal, written, and verbal communication skills (very good English)
● Solid research and analytical capacity, detail orientated. Thoroughness and attention to detail. Strong organization and planning skills
● Self-starter, responsible, mature, highly organized, detail-oriented, and able to work independently
● Proficiency in Microsoft Office Suite, especially Word, Excel, PowerPoint, Google Docs, and Adobe Acrobat
● Capacity to work independently to achieve agreed targets
● Draft, proofread, and edit communication material for external audiences such as reports, newsletters, and blogs
● Attend meetings and conferences as appropriate qualifications
● Passionate about making a positive impact on society. Strong interest and personal commitment to Topaz’s values
● Familiarity and/or experience with NGOs and/or international experience is desirable
SmartAID

We are an international humanitarian aid and disaster relief organization specialising in delivering innovative technology to the field. SmartAID was established and is operated by a group of veteran humanitarian aid workers and seasoned entrepreneurs from the tech industry. With over 30 years of experience, we partner with local NGOs and governments to provide expertise and support how and where it is most needed. We work responsibly and effectively to harness the power of innovation and technology to save lives, alleviate suffering and empower communities to live the kind of life they value.

We are guided by these principles:

1. Independence - We are a non-religious, non-political, non-governmental international humanitarian aid organization (INGO) fighting global poverty and economic inequality. Our independence gives the flexibility to effectively administer humanitarian aid where and when it is needed most.
2. Collaboration - We collaborate with entrepreneurs, start-ups and manufacturers, as well as the business community, impact investment community, local governments, donors and academics with a common objective to create, adapt and/or fund technological solutions and programs developed specifically to solve humanitarian challenges.
3. Human-centred innovation - We seek to put people at the centre of the design and implementation of technology in order to provide the most productive and impactful support to communities in need.
4. Technology for good - We work alongside technology innovators, social entrepreneurs, impact investors, businesses, governments and other not-for-profit partners to lead and guide the development and application of technological solutions for both short term and sustainable long-term development outcomes. SmartAID is seeking an intern who is flexible, open-minded, self learning, independent and who can become a team leader in future SmartAID missions on the ground, that believes that technology and innovation can impact humanitarian aid in times of global catastrophes.

The intern will work with the CEO to:
1) expand existing SmartAID programs globally,
2) develop relationship and map new types of technology of companies around the world that can benefit not only SmartAID activities but help empower local frontline workers of other charities to have a larger impact in helping those in need
3) write and prepare presentations along with the leadership of the organisation

And more. SmartAID website: https://www.smartaid.org/about-us
UNITED RESCUE ALLIANCE, INC.

United Rescue Alliance exists to unite, equip, and mobilize specialty trained teams to save lives and give hope in times of crisis and natural disasters by serving and empowering our local and international neighbors in a variety of capacities. URA is dedicated to pursuing this mission through training and equipping individuals, families, and communities in the areas of disaster preparedness, response, and transformation. URA responds to communities affected by disaster to meet basic needs and helps the community build back stronger. Through the provision of basic needs such as food, water, solar lights, toiletries, and shelter, URA adopts a holistic approach to disaster relief by meeting the needs of the individual on a physical, emotional, and spiritual level. Following the immediate response and provision of basic needs, URA is invited to mentor community leaders and families on how they can be better prepared.

Additionally, one of URA’s unique facets is its advanced disaster relief software. URA Connect assists responders by tracking available and distributed resources, connecting volunteers to organizations, tracking and managing caseloads, and supporting shelter system management. We value community resiliency through restoration and creating sustainable solutions through innovation. We recognize that sustainable change must start with each individual and household, so investing into the individual is of utmost importance and critical to the foundation of all subsequent success.

WEBSITE : United Rescue Alliance

FACEBOOK : (20+) United Rescue Alliance | Facebook

Internship Details:

● The internship will be divided into two working days. The specific working hours will be determined based on the time difference and student schedule.

● The internship will be remote.

Responsibilities:

The intern will remotely access the URA response database where, after fully understanding the mission and process, the student will research disaster case management and humanitarian aid outcomes. The student will conduct a gap analysis based on existing materials, research from other sources and actual response outcomes to identify strengths and provide recommendations for disaster response planning that has a focus on the whole person, and the whole community to accelerate the recovery and increase resiliency. The student will use this information and other URA materials provided to participate in planning a virtual tabletop exercise. The exercise will focus on integrating mental, emotional, social, and spiritual health response strategies that can be applied to all responding positions.
Upon completion of the exercise planning, the student will participate in a leadership position to execute the exercise, conduct a hotwash and produce an after action report with recommendations. Finally, the student will perform a review of case management protocols and procedures and provide recommendations for best practices based on their exercise experience and after action report.

Skills and Requirements:
A student intern with URA will require skills in:

● Inquiry and research skills

● Basic navigation skills through a database management system (or the ability to learn)

● The ability to work remotely, initiate questions as needed, LOL and maintain communication through virtual methods *

● Working knowledge of Incident Command Structure, human services in a disaster, disaster exercise planning,

● Ability to create clear and instructive reports*

● Competence in oral and written English *

Expectations:

● Express the ability to self-manage and responsibly accomplish tasks in remote work

● Ask questions and seek assistance when needed

● Demonstrate respectful, courteous behavior and language at all times

● Maintain adequate internet connect for engaging with URA
Name of organization: Natan- worldwide disaster relief

NATAN Worldwide Disaster Relief is an all-volunteer Israeli aid organization with 18 years of experience in global operations. NATAN's missions include disaster relief and recovery, emergency dental care for underprivileged populations, and medical and psychosocial aid for refugees fleeing areas of strife around the globe. NATAN has a roster of 1,000 volunteers, all experienced and certified professionals and all prepared to deploy at a moment’s notice.


Internship Details:

Generally, the schedule is flexible based on the student's and the team’s availability. The internship will be in various formats based on the work needs.

Responsibilities:

We want the intern to join our Logistics unit to edit and update the official operational procedures booklet. The work will include reading relevant documents, interviewing our logistics team, team meeting, and organizing the materials to rewrite the final document.

Skills and Requirements: Organized / Curious / Self-learner / Good at writing and wording (English)/ Good interpersonal communication / Verbal/ To be open & flexible to help in other similar assignments.