



**INTERNATIONAL  
RELIEF TEAMS**

## **INTERNATIONAL RELIEF TEAMS**

### **SUMMER INTERNSHIP OPPORTUNITY**

## **MONITORING, EVALUATION, ACCOUNTABILITY, AND LEARNING INTERN**

### **WHAT WE DO**

International Relief Teams is a nonprofit humanitarian organization dedicated to alleviating human suffering caused by poverty, disaster, and neglect – from the forgotten corners of the world to right here in San Diego – by sending relief supplies, financial support, volunteer teams, and other assistance to where it is needed most. In the last year alone, we have provided support in Asia, Africa, Eastern Europe, Latin America, the Middle East, Mexico, and the U.S. Since our founding 35 years ago, International Relief Teams has deployed more than 7,500 volunteers and delivered more than \$674 million in aid to 76 countries worldwide.

While our overall impact is quite significant, what has been key to International Relief Teams' success is that we have remained small and nimble. Our number one priority is to identify the most efficient way to deliver aid where it is needed most. To this end, we have developed an incredible ability to work in-country with highly effective organizations and leaders on the front lines of humanitarian challenges. As partners, we work together to accomplish mutual goals in alleviating human suffering by leveraging resources to achieve the greatest impact. Our programs fall into two general impact areas:

- **Disaster Relief** – We provide relief supplies (food, water, hygiene kits, medicine, medical supplies, construction materials, etc.) and/or construction volunteers as needed in response to natural and man-made disasters, internationally and here in the U.S.
- **International Development** – Our Building Healthy Communities programs focus on providing long-term, sustainable solutions that empower communities and promote self-sufficiency. This includes providing sustainable food, water, and shelter that align with community needs; medicine and medical supplies to hospitals and clinics around the world; meeting the nutrition needs of orphaned children; and providing and delivering food to local schoolchildren in San Diego. In the area of development work, there is a great and exciting opportunity for growth.

### **LEADERSHIP & CULTURE**

Based in San Diego, our 8-member team is passionate about alleviating human suffering around the world. Although we are a well-established organization with strong financial reserves and 35 years of history, we embrace the culture and operating ethos of a startup. For us, this means thinking creatively, encouraging innovation, moving quickly, and accepting an element of risk, as and when required. International Relief Teams is governed by a dedicated and supportive Board of Directors.

## LOCATION

This is an onsite position, based in our corporate office located at 3545 Camino del Rio South, Suite A, San Diego, CA 92108, with frequent travels to Baja California including the cities of Tijuana, Ensenada, and San Quintin. Travel to other locations / countries where IRT operates is possible.

## POSITION SUMMARY

Reporting to the Chief Programs Officer but working in collaboration and under the supervision of the Program Development Specialist, The Monitoring, Evaluation, Accountability, and Learning (MEAL) Intern will provide support in the creation of processes for monitoring, evaluation, accountability, and learning, and the roll out of such processes. The MEAL intern, under the supervision of the Program Development Specialist, provides support in the operationalization of monitoring, evaluation, accountability, and learning approaches including data collection, analysis, and database management, and supporting partners with accountability to stakeholders, and identifying making recommendations for innovation and improvement. The MEAL intern will also liaise with partners and field staff to ensure that monitoring, evaluation, accountability, and learning processes are in place and followed. The MEAL intern will support in the development of a dashboard to analyze data, will also propose approaches to improve the analysis and management of data, and will provide recommendations on the collection and analysis of data that is generated outside of IRT to complement the analysis of indicators and overall impact. This is a highly collaborative role working hand in hand with IRT's leadership team, program staff, and its partners.

## DUTIES & RESPONSIBILITIES

In collaboration, and under the supervision of the Program Development Specialist, the MEAL intern will:

- Support in the development and operationalization of tools for the collection of monitoring data for both direct implementation and partnerships.
- Support in the development and operationalization of policies for the collection of means of verification to ensure the reliability of the monitoring data.
- Support in the creation of databases and archiving systems to save, maintain, and manage monitoring data.
- Support in the evaluation of the effectiveness of implementation and impact of IRT programs implemented by both partners and IRT's staff.
- Develop research approaches and analytical models that incorporate both IRT's program data and external data sources to assess IRT's impact.
- Support in the development of a dashboard for the visualization of monitoring data.
- Propose data analytics models and approaches to advance the analysis of IRT's data.
- Develop training materials and train IRT's staff and tools in M&E tools including, but not limited to, the use of databases, archives of means of verification data, and indicator trackers.
- Contribute to the development of IRT's M&E manual.
- Ensure compliance with GDPR's requirements for data protection and maintain safeguards to ensure data is safe and protected.
- On database and data collection – a point on ensuring data protection.
- Support the development of accountability approaches, including procedures that ensure community participation and complaints/feedback mechanisms.

- Document best practices and knowledge, identify opportunities for improvements and use an evidence-based approach (data) to support decision-making.

#### **BACKGROUND PROFILE**

- Passion and appreciation for global humanitarian work.
- Bachelor's degree in political science, international relations or similar field.
- Strategic and hands-on approach program development in humanitarian and development settings.
- Adept at data analytics and data management in humanitarian settings.
- A self-starter with strong leadership skills, a collaborative spirit, strong project management skills, and the ability to work independently while managing multiple projects and deadlines.
- Effective communication skills, written and oral; comfortable communicating key data points and presenting to a variety of stakeholders.

**FOR MORE INFORMATION OR TO APPLY, PLEASE SEND CV AND COVER LETTER TO [JOBS@IRTEAMS.ORG](mailto:JOBS@IRTEAMS.ORG) WITH THE SUBJECT "MEAL INTERN."**

---