

INTERNATIONAL RELIEF TEAMS

SUMMER INTERNSHIP OPPORTUNITY

PARTNERSHIPS 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.

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 Mexico, primarily Baja California including the cities of Tijuana, Ensenada, and San Quintin. Hence, the intern must be fluent and able to work in Spanish. Travel to other locations / countries where IRT operates is also possible.

POSITION SUMMARY

Reporting to the Chief Programs Officer but working under the supervision of the Program Development Specialist, the Partnership Intern provides support in the overall development of IRT's approach to Partnerships. The Partnership intern provides support in the identification and analysis of local partners across two or more countries who may be of relevance to IRT's strategy and program implementation. The Partnerships Intern will carry out capacity and learning needs assessments (LNA) of partners to provide recommendations to address technical, operational, financial, and programmatic gaps, and will develop materials to train partners and IRT staff. This is a highly collaborative role working hand in hand with IRT's leadership team, program staff, and its partners.

DUTIES & RESPONSIBILITIES

In collaboration with the Chief Programs Officer:

- Support in the development and use of tools to identify and assess partners including Expression of Interest, Partnerships Assessments, Project Proposals, and Requests for Support.
- Conduct research to identify and publish EOIs to prospect local partners in the countries and regions where IRT is active including, but not limited to, Ukraine, and Baja California, Mexico.
- Support in the development of evaluation tools and support the evaluation of partners to determine whether the partner can be of relevance for IRT's strategy and objectives.
- Support in the implementation of partner assessments to identify needs for capacity building.
- Support in the development of training materials to manage and build partnerships.
- Follow-up on the implementation of activities done through local partners and assess progress of capacity building needs.
- In collaboration with the M&E intern, provide training to partners to ensure that IRT's activities are implemented and monitored as per IRT's quality assurance processes.
- Develop communication materials to support IRT's partnership program.

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 WITH THE SUBJECT "PARTNERSHIPS INTERN."
