

Internships require a great deal of maturity, self-motivation and patience. Students and volunteer professionals should have the education and the temperament, which fits the field experience or administrative work outlined. Interns will acquire a variety of job-ready skills in their area of focus. For all interns, individual expertise and interests will be utilized and taken into account so that the experience can be tailored to be mutually beneficial and meaningful.

For **Field Interns**, students should be at a master's program level or undergraduate junior or senior with career interests that will be significantly enhanced by such cross-cultural training. Interns work with onsite project managers. They receive training before departure in teaching / mentoring methods, cultural sensitivity, program implementation and administration, and have regular contact with Koins headquarters.

For **administrative internships**, students should be a mature sophomore level or above.

Areas of Potential Internships:

**Education:** Hands-on experience for students or educators with excellent teaching skills, as well as background / interest in literacy for social change, education and related fields. Successful interns will acquire global literacy skills; improve their teaching, mentoring and creativity, as well as teamwork, communication and problem-solving skills. Internships in this area include the development of curricular materials, forms, and program evaluation tools for Koins health and community education projects. (community clean water, square-foot gardens, maturation education, financial readiness)

*Volunteer Curriculum Writer:* Assist in developing and coordinating training curricula on a wide variety of primary health care related topics. Specifically, Koins has a list of training materials it would like to develop and is in need of a volunteer in creating these resources. This would include the development and editing of training curricula (facilitator's guides, participant's manuals, PowerPoint slide sets, flipcharts, pocket books) as well as other educational materials in preparation for publication and dissemination (including assessing materials for training flow, formatting, consistency, branding and clarity). Materials should be developed according to best practices, using competency-based approaches, as well as innovative methodologies used in low-literate communities.

**Communication:** Craft an array of communications materials on topics such as women's health, clean water, and micro-credit. Creation of issue-oriented brochures for distribution to Koins donors and other interested parties. Write articles about various Koins projects for the website and print newsletter--including current research going on at Koins and exciting new project developments--as well as help with some editing assignments.

**Fundraising:** Identify new donors and build current donor relationships. Tasks include researching prospective foundations, drafting grant proposals, writing letters of inquiry, researching foundations and corporate giving programs, and reporting project activity to

past and present contributors.

**Health:** Successful interns will acquire practical field experience, as well as teaching, mentoring and problem solving skills. (measles initiative, breastfeeding campaign, women's health projects, malaria prevention)

**Technology:** Hands-on experience working with a variety of sustainable community and household technologies including clean water projects, latrines, family gardens, agriculture and various other technologies which may also become business enterprises. Students will acquire job-ready skills in engineering, construction, organization, teaching, mentoring and problem-solving.

**Administrative:** Most administrative internships will be with Koins headquarters. Students with appropriate backgrounds may acquire job-ready skills in non-profit organization management, IT, database and inventory management, operational and financial strategies, cost reduction strategies and fundraising.

### **Requirements and Selection Procedures:**

**Completion of application:** Submit your resume outlining educational and/or professional background, relevant course work, training and experience. Please limit to 1 page. Mail to: 252 N. Preston Dr. Alpine, UT 84004.

**Two letters of recommendation:** 1) from an academic advisor (for students) familiar with your background. Or, for professionals, a letter from an employer or professional associate familiar with your skills and training. 2) from an individual who has known you three years or more and can discuss your character, temperament and initiative.

**Review & Interviews:** Application review by Executive Director and first interview.

Upon recommendation, interview with designated Board Member. If requested, interview/s with donor/s that maybe involved in helping fund the internship.

**Project/Program Fit:** Applicant's background, skills & personality fit for needs of headquarters or program. An outline discussing specific project / program focus for your internship must be approved by the Executive Director or designated Board Member. This is also to be approved by the in-country director.

### **Other Considerations**

**Character:** Initiative, maturity, dependability, team work, cultural sensitivity, village rapport and a willingness to do whatever is needed, as exemplified in previous experience, courses seminars, and volunteer work (office and expedition).

**Value of Internship:** Importance of the experience to future career and/or life plans of the student or professional volunteer, as well as the value of the student or volunteer's background to make a contribution toward project progress.

**Agreement:** Upon selection, all interns are also required to review / help customize their internship agreement, which is then signed by the Intern and the Koins Executive Director. Obtain a current passport and visa (if applicable). Obtain Travel Medical and Emergency Evacuation Insurance for the duration of the internship. Completely fill out all forms and check-list items required for internship or expedition participation prior to

departure for an international internship or extended field experience.

**Additional note about academic credit:**

Koins encourages students to seek academic credit for their internship experience and is happy to provide applicable evaluations as may be required. The individual student is responsible for working out the details for such credit with his/her university or college.