



REAL HOPE FOR  
**HAITI**

# Job Description: Office Intern

**Start Date:** June 15<sup>th</sup>, 2017

**Commitment Length:** 1 year

## **Compensation & Accommodations:**

Room and board will be provided free of charge. The room is within the guesthouse, above the ICU. There is a restroom with shower and running water; however, it is shared with other guests and does not have hot water. 24/7 electricity, and semi-reliable internet connection are available at the guesthouse. Lunch and dinner will be provided every day at the guesthouse. Haitian sim cards and service plans will be provided, but you will need to bring your own cell phone (*You may also need to have your phone unlocked. Please contact your service provider for more information*). Real Hope for Haiti will provide free airfare for one round trip ticket, per person. There will also be a modest \$100, per person, monthly stipend for any additional expenses.

*Please note: traveler's and other insurance options will not be provided through Real Hope for Haiti. If you desire this coverage, you will need to seek it out on your own. We also recommend that you consult a physician before traveling to ensure that you are up-to-date on all recommended vaccines.*

## **Summary of Responsibilities:**

**Hospitality Tasks:** There are ladies who work in the guesthouse, cooking and cleaning, but interns are responsible for making the menu and grocery lists. Interns also help prepare and maintain the house while guests are there, and are available to meet guest's needs.

**Office Tasks:** Interns make copies and maintain inventory of office, clinic, and lab supplies. Interns are also in charge of completing a range of reports, including the official monthly MSPP report. In general, interns are available to assist with any delegated office tasks or projects.

**Financial Tasks:** Interns enter all incoming donations, and record all cash transactions for the organization. They complete payroll for the Haitian staff, prepare tax papers, and complete several reports.

**Communication & Publication:** Interns maintain the website, updating the needs list and calendar, and post on the website's blog. Interns assist with staff and sponsor newsletters, as well as other publications.

**Sponsorship & Donors:** Interns maintain communication with sponsors. This includes, but is not limited to, providing updates on inpatients with special sponsors, and composing periodic reports for larger donors. They maintain donor lists, and oversee the sending out of thank-you's.

**Clinic Tasks:** Aside from copies, inventory, and newsletters, interns assist the clinic by helping to maintaining the in-house pharmacy (inventory, ordering meds, creating medicine labels in Creole, etc.), and may also be asked to perform clinical tasks, if qualified.

**ICU/RC Tasks:** Interns maintain the charts and different registers for the ICU children. They weekly fill their medicine boxes, and generate vaccine lists.

**Malnutrition Tasks:** Interns are responsible for maintaining registers and reports for all inpatient and outpatient children on the Medika Mamba program. They assist in weekly weighing and measuring, and take progress pictures of program participants. They dose the medika mamba for inpatients and oversee the daily filling of mamba bowls.

**CTC Tasks:** Interns oversee stock of supplies and create staff schedules for the cholera treatment center (CTC). They handle all cholera specimens and prepare them for the lab. They are also in charge of all cholera reporting and correspondence.

*Notice: The responsibilities of the office intern are subject to change based on changing needs within the organization, and the strengths and/or interests of the interns.*