



Impact Interns: Summer 2021

Organization Information

Organization Name:	PSI (Population Services International)
Address:	1120 19 th St NW, Suite 600. Washington, DC 20036
Website:	www.psi.org
Organization Description:	<p>Using our global presence and more than 50 years of experience to tackle the health challenges affecting people around the world; we approach care from the consumers' perspective, improve the market for products and services, and develop solutions that are affordable, convenient and effective, to help make universal health coverage more of a reality.</p> <p>Not only are we helping to build sustainable solutions for the world's most serious health issues, but we're also creating a healthcare experience that treats beneficiaries like consumers—starting with putting more care and control directly in consumers' hands. We believe consumer-powered healthcare results in better healthcare. And, we're making some bold commitments to help reimagine healthcare:</p> <ul style="list-style-type: none"> - Put more care and control in consumers' hands - Revolutionize the way adolescents access contraception - Improve primary care networks - Unlock domestic financing
Intern Supervisor: (Name, title, email)	Christopher Markomanolakis – Associate Program Manager – cmarkomanilakis@psi.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June - September
Hours Per Week:	40 hours/week
Number of Weeks:	Maximum of 1,000 hours.
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<ul style="list-style-type: none"> • Provide dynamic and proactive administrative support to the Program Management team • Manage requisitions for procurements and consultant contracts • Liaise with the Grants and Contracts department for review of contracts and budgets, and track/respond to issues • Review and process vendor and consultant invoices generated both through DC and the country offices;



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	<p>track and reconcile credit card activity and business communications expenses</p> <ul style="list-style-type: none"> • Collect and review supporting documents for audit requests • Support maintenance of internal report management systems and tools • Manage and organize departmental events such as: department meetings, team building activities, etc. • Assist with travel arrangements including helping to secure visas for urgent travel, making hotel reservations, and scheduling appointments • Participate and support in attending regular backstopping meetings (monthly programmatic and financial reviews, supply chain calls) including note taking • Update departmental trackers and tools • Prepare and submit reclasses
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>The intern will be responsible for:</p> <ul style="list-style-type: none"> • Creating and maintaining the internal SharePoint page for the Africa Operations Department by posting new content and reorganizing existing content for knowledge management and information tracking • Providing continuous support to the Chemonics PMU project in Angola, Burundi, and Mali by coordinating with countries invoice review and preparation, liaising with the donor as needed and assist in the writing of donor reports and the close out of the award
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Passionate to support public health efforts across Africa • Advanced computer skills with strong Excel skills (and including MS Office applications) • Excellent interpersonal and communication skills • Excellent organizational and administrative skills with strong attention to detail and timeliness • Proven ability to develop routines to manage large workloads and organize work efficiently • Readiness to interact with a variety of people and assume diverse duties and tasks • Proficiency in French desired but not required <p>Successful candidates will be customer service oriented, exhibit excellent communication and interpersonal skills;</p>



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	have proven problem solving ability; be able to work efficiently and quickly under pressure; be able to prioritize and perform multiple tasks; and have the ability to work with minimal supervision and follow through on assignments.
This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.	Not applicable
The following information is required from the intern:	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____
Interviews will be conducted via the following methods:	<input type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input checked="" type="checkbox"/> Other: _Teams_____