



"Those Who Help the Poor Honor God"
Proverbs 14:31

8332 Commonwealth Avenue, Buena Park, CA 90621
TEL (714) 523 – 4454 FAX (714) 523 – 4474
Website www.gchope.org

INTERNSHIP TITLE: Operations Assistant Internship

POSITION TYPE: Academic Year/Summer, Part time 10-20 hours/ wk

LOCATION: Buena Park, California

PAY: Unpaid

The Operations Assistant Intern will assist our staff with daily research projects such as evaluating product and medicines, classifying them by various standards, researching values and manufacturing companies of various products, and monitoring inventory control. They will have the privilege of working with a team of employees who evaluate donations and inventory and who also coordinate the shipment of our containers to countries all over the world.

SUPERVISION:

Works under the general supervision of the Director of Logistics and Operations

SKILLS:

Attention to detail is a must

Ability to navigate through websites and perform research through the World Wide Web

Knowledge of Microsoft Excel

Ability to follow instructions and work in a team environment

Ability to work in a multi-cultural environment

EDUCATION:

Junior/ Senior in College OR Recent College Graduate

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy.

If you are interested in applying for this internship, please email a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume to mstrauss@godaid.org. We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.

Giving Children Hope is a humanitarian aid organization which focuses on health care issues, relief, refugee assistance and projects serving needy children and the poor. A Public Benefit, non-profit corporation, registered Private Volunteer Organization (PVO) with USAID, Tax exempt under IRC 501 c (3)

