

Spring Semester Internships

*Need-Based stipends available
20 hours per week*

HR Recruitment

This department supports our programs through staff and volunteer recruitment. The team works on outreach, screening and interviewing candidates, and supporting field staffing requests. If you enjoy detail-oriented work and communicating with the public, then this is the ideal placement for you.

Operations Administration

This position directly supports the office manager and CFO who are responsible for daily operations at the headquarters for CHAI and CCI – an office with approximately 30 staff members. This position is perfect for a take-charge personality who seeks an overview of operations from the inside out. In concert with the headquarters team, the intern will coordinate administrative support functions, liaise between headquarters and global field staff, plan meetings and travel, and assist with implementing policies and procedures, filing, archiving, and ordering supplies. As well as fostering organizational effectiveness and efficiency, the intern will be the Foundation's first point of contact as primary reception support.

Contracts: Funding, Agreements & Legal

This position involves working with CHAI and CCI staff, partners and international governments in the form of contracts, funding, budgets, and legal functions. Our agreements with governments, other NGOs, and for-profit organizations drive the work performed by our staff in the field. Interns will be fully trained but demonstrated proficiency in both written and oral communications, interest in a comprehensive perspective on cooperative global programs, and strong organizational ability are required. Interns will also be required to provide an administrative support function to the department including but not limited to collating, reviewing, tracking, and archiving documents related to field operations and partner relationships. Interns will gain a full understanding of the global impact of CHAI and CCI, will have the opportunity to develop professional skills, and will make a tangible contribution to the mission.

Accounting

The accounting department consists of a team of professional accountants. We rely heavily on our interns to assist us in monitoring cash flow, which protects the funding that needs to reach programs to save lives. Every single dollar counts. To that end, we need a comprehensive review of our global expense reports, detailed reconciliation of various accounts and country team reports, quantitative analysis on special projects, core administrative tasks, and other accounting support as needed.

Contact the Internship Coordinator Sharon Schaff sschaff@bhcc.mass.edu for more information or help in applying