GLOBAL INTERNSHIP PROGRAM

SCOPE OF WORK

INTERNSHIP TITLE: Florida A&M University HBCU Market Systems Development Intern

INTERN WORKSITE LOCATION: Remote

DATES OF INTERNSHIP: September 2020 – December 2020

HOURS PER WEEK: Part-Time: 10-20 hours

INTERNS SUPERVISOR & CONTACT INFORMATION: Grace Becton, Advisor for Market Systems Development - gbecton@mercycorps.org

Work closely with:

Alison Hemberger, Team Lead for Markets - ahemberger@mercycorps.org

Ashley Aarons, Senior Advisor for Markets and Employment - aaarons@mercycorps.org

Daniel Odinga, Advisor for Markets Systems Development in Africa - dodinga@mercycorps.org

FUNDING AVAILABLE FOR THE INTERNSHIP: $750/month

Mercy Corps responsibilities

For the duration of this internship assignment the intern will receive:

- Training and supervisory support
- Access to Mercy Corps online tools
- All other tools, materials and communication requirements for this project

Intern responsibilities

Intern will remain responsible for all costs associated with:

- Laptop for working remotely
- All other costs associated with this internship

PROJECT DESCRIPTION:

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put

bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Mercy Corps' Technical Support Unit (TSU) is a key part of the Program Department. TSU subject-matter experts help set agency strategy and provide consultation – from assessment and design through project implementation and results measurement – to field offices worldwide, in some of the world's toughest places. TSU team members lead research, foster organizational learning, represent Mercy Corps to external audiences, and develop partnerships. The TSU is also integral to global business development and revenue.

Mercy Corps' markets technical team supports the agency's economic growth portfolio to reach sustainable impact at scale via addressing the systemic constraints that hinder poor populations' participation in markets. A core component of this work is supporting Mercy Corps programs to effectively conduct system-level analysis and identify and work with market actors (private sector, civil society and government) to make markets work better for the poor and marginalized. Working with country teams in both fragile and more stable contexts, the markets team captures and elevates learning, develops technical resources to support design, implementation and measurement and positions Mercy Corps as a thought leader. The team is excited to engage an intern to support these critical functions for Mercy Corps' global Market Systems Development (MSD) portfolio.

LEARNING OBJECTIVES:

The Market Systems Development Intern will support high-quality and impactful programming, gaining skills in technical resource development, storytelling and preparing compelling presentations of information for internal and external use. The intern will become well-versed in Mercy Corps' approach to market-based programming and efforts to improve well-being outcomes by working through markets in fragile contexts and will have the opportunity to interact with technical experts across Mercy Corps' portfolio of economic growth programs. The intern will engage in desk research, written communication and knowledge management to support program quality and will be an active member of Mercy Corps' internal knowledge sharing platforms. Finally, the intern may complete informational interviews with other Mercy Corps staff members working in his/her area(s) of interest, in order to increase his/her knowledge of Mercy Corps' work in these areas.

DELIVERABLES:

- Support institutional learning on Market Systems Development (MSD) and market-based programming in fragile contexts, including capturing program lessons, content development and design for internal and external communications (case studies, training materials, program examples, internal webinars, etc.)
- Review, edit and update tools and technical resources
- Research tasks, including literature reviews of relevant research reports and initiatives.
- Copy/edit reports.

- Coordination support from HQ to country communications, regional initiatives and specific country needs

THE IDEAL CANDIDATE:

- University degree in progress or recently completed (within 1 year) in relevant discipline (e.g. economics, international development, international relations, anthropology, public policy or administration)
- Candidates with relevant work experience and/or graduate-level studies preferred (business, economic development, systems change, public policy or administration)
- Excellent writing skills in English (required) and French (preferred)
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required
- Strong multi-tasking, organizational and prioritization skills are necessary.
- Commitment to working with vulnerable groups in need regardless of race, religion or gender
- Excellent communication skills are required
- Highly developed computer skills and strong familiarity with Microsoft Office are mandatory
- Experience with Photoshop or other design software a plus
- Experience managing and developing online content a plus
- Demonstrated sensitivity to people and cultures globally
- Robust sense of humor

Mercy Corps interns represent the agency both during and outside of work hours and are expected to conduct themselves in a professional manner and respect local laws, customs and Mercy Corps policies, procedures, and values at all times and in all in-country venues.

Mercy Corps Diversity Statement

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity Statement

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Mercy Corps Headquarters: 45 SW Ankeny Street, Portland, Oregon 97204

Mercy Corps: https://www.mercycorps.org/