Position Title: Product Distribution Intern  
Department: Product Distribution  
Report to: Charles Hoogner / Abbey Stoetzel (Product Distribution Team)  
Location: Lenexa, KS  
Timeframe: Summer internship

Heart to Heart International (HHI) strengthens communities through improving health access, providing humanitarian development and administering crisis relief worldwide. We engage volunteers, collaborate with partners and deploy resources to achieve this mission.

Note: This is an unpaid internship, requesting 15-20 hours a week for 3 months. Internship hours can be completed between Monday – Friday, 9 - 5 pm.

Department Overview:

HHI’s Product Distribution program supports hundreds of nonprofits (“partner organizations”) working around the world by providing them with medications, medical supplies, and hygiene items. In 2018, the Product Distribution program distributed over $200 million of product to hundreds of humanitarian partners in 34 countries, including the United States. In addition, the Product Distribution Team provides procurement, inventory management and shipping support to other program areas of HHI. These programs include Disaster Response, Lab Programs, and PowrServ.

Key Responsibilities:

The intern will be tasked with projects based on department needs that will involve sorting through reports and data, to facilitate process changes and improve departmental efficiencies. As time allows, the product distribution intern will also assist with the general day to day functions of the department, including inbound / outbound order processing, procurement, cross departmental logistics support, and partner relationship coordination.

Qualifications:

The ideal candidate will be pursuing a bachelor’s degree in Supply Chain Logistics, Business, International Studies, or related field from four-year college or university, with a specific interest in nonprofit organizations. Exhibits good listening and comprehension. Expresses ideas and thoughts clearly both in written form and verbally. Uses time efficiently, works in an organized manner, and utilizes critical thinking and analytical skills with attention to detail working within structured and established procedures. Has proficiency in database usage, spreadsheet functions, word processing, and integrated software suites, specifically in MS Excel and MS Word.
Development Opportunities:

The internship will allow for the candidate to build skillsets in:

- Utilizing reports / data to gain insight in opportunities to improve departmental functions
- Understanding supply chain functions from procurement through end user distribution
- Partner Relations Coordination
- Nonprofit organizational environments
- General business / office functions

Application Link https://www.volgistics.com/ex/portal.dll/ap?ap=1878645623