2019/20 Lifebox Internship Program

2019/2020 Internship Dates:

- **Autumn 2019**
  - Deadline 30 August
  - Internship period 2 September to 13 December (exact dates flexible, minimum 8 weeks)

- **Winter/Spring 2020**
  - Deadline 20 December
  - Internship period 13 January to 24 April (exact dates flexible, minimum 8 weeks)

- **Summer 2020**
  - Deadline 27 March
  - Internship period 4 May to 31 August (exact dates flexible, minimum 8 weeks)

Overview:

Lifebox internship opportunities are available in both its New York and London offices and focus on communications, fundraising, non-profit management, and/or programs. Successful candidates will benefit from hands-on experience on projects that develop their skills under the mentorship of a Lifebox team member. The program is competitive and candidates will be selected on a merit basis. Only successful candidates will be contacted after the application deadline. You may apply for more than one term, but will only be contacted regarding the most current term. Dates are relatively flexible but a minimum commitment of 1 or 2 days/week over an eight week period is required.

Who can apply?

Lifebox internships are open to anyone interested in the work that Lifebox is doing and looking to develop their skills and gain work experience. No previous experience of working or volunteering in the nonprofit sector is needed, but enthusiasm for global health issues is a must!

At Lifebox we value diversity and are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications
from people of all backgrounds. We only require that you are aged 18 or over when you start your internship and have the right to live and work in the UK or US. Unfortunately, we do not sponsor visas. All candidates are responsible for their own accommodation (and relocation, if applicable) in either New York or London. If your application form indicates that you are not based in either location, please make sure to explicitly note on the form that you will be available to move to either New York or London for the duration of the internship, if applicable.

What will I be doing?

We have opportunities to intern on specific projects across the organization. Depending on whether you will be based in London or New York, these may include:

**Project support:**
- Support for monitoring and evaluation of specific projects.
- Engagement with local champions delivering Lifebox activities on the ground in low- and middle-income countries.

**Communications/fundraising:**
- Events and community fundraising
- Marketing & social media
- Corporate partnerships
- Supporter engagement and thanking
- Design & digital innovation/website

What does the application process involve?

You will need to complete a standard application form. The application form consists of a series of competency-based questions and a section regarding your motivation for applying. Unfortunately, we are unable to accept CVs or covering letters at any time, or applications outside of the recruitment periods.

If your application is successful you'll be shortlisted and invited to interview at our offices in London or New York. If you are unable to attend an interview in person, we can arrange a phone or video interview instead.

What will I get out of it?

- You will get to work on real projects which will develop new skills and show you how the organization operates to achieve its aims;
- You will have a dedicated line manager who will support and mentor you, and oversee your work;
- You will have lots of opportunities for development – including the chance to meet people from across the global surgery field;
- You will gain insight into the workings of a global nonprofit and leave your internship with some great connections and experience;
- You will be reimbursed for reasonable lunch and your travel expenses.

**What time commitment will I be expected to make?**

We are looking for interns able to dedicate a minimum of one or two days per week over a minimum of 8 weeks. Your college or university may also have a required number of hours which you would need to complete during the period.