



Position Commodity Contributions/Operations Intern

Location Los Angeles or San Francisco, CA

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Commodity Contributions/Operations Intern.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Reach out to manufacturers, wholesalers, retailers and other commercial entities for commodity contributions, particularly in the area of Emergency Response equipment and items.
- Conduct internet research, price comparisons of shipping costs, and miscellaneous procurement duties
- Assist with daily operations; including international communications and logistics.
- Support Operations Department in procurement procedures and supplier assessments; provide consolidation and shipping support
- Assist Relief International employees as needed

QUALIFICATIONS & REQUIREMENTS:

- Demonstrated ability to achieve results in a demanding and fast paced environment.
- Professional demeanor
- Able to work well under tight deadlines and with limited resources
- Excellent written and oral communication skills
- Knowledge of Excel and basic word processing
- Currently enrolled in an undergraduate field related to International Relations, Political Science, Public Policy or Business Administration/Management; Graduate students and volunteers are welcome.
- Strong interpersonal skills and ability to work independently, and as part of a team
- Second language desired
- Willingness to work minimum of 12-15 hours a week

Salary: Unpaid internship; monthly transportation stipend and academic credit available

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, 3 professional supervisory references, and date of availability to intern@ri.org. The email subject line should include the following: Commodity Contributions/Operations Intern-LA/SF.